

**3.04.030 Purchasing procedures.**

A. Whenever any city department head or officer or other person desires to make any purchase of materials, supplies, equipment, printing or services on behalf of the city, he or she shall issue a purchase order therefor. It shall be the duty of the department head to preaudit the purchase order prior to incurring the obligation and the preaudit shall be directed toward the determination of funds available and appropriations unexpended or uncommitted in the fund or funds involved and toward the necessity for the purchase.

B. Any department head designated by the mayor may approve and sign a purchase order if the amount shall be \$500 or less, where-upon the purchase shall be fully authorized. In the event the amount involved shall be more than \$500 and not exceeding the bid limit established by SDCL Chapter 5-18, the Mayor, department head and Purchasing Agent must approve and sign the purchase order prior to incurring of the obligation. Reasonable attempts shall be made by all department heads to obtain informal quotations from all local suppliers for any item in excess of \$1,000 but less than the bid limit established by SDCL Chapter 5-18, and for all repairs over \$1,000.

C. In all respects, city purchasing procedures must comply with SDCL Chapter 5-18.

(Ord. 3663, 2001: Ord. 3000, 1993: prior code § 2-138)