



PROCUREMENT MANAGEMENT DIVISION

TO: **Arthur H. Sorey, III**
City Manager

VIA: **Donna Rockfeld, CPPB**
Chief Procurement Officer

FROM: _____

DATE: _____

RE: _____

Annual Expenditure not to Exceed: \$ _____ Vendor # _____

Waiver of Bid Justification:

	Approved	Date
Donna Rockfeld, CPPB, <i>Chief Procurement Officer</i>	_____	_____

Arthur H. Sorey, III, <i>City Manager (Up to \$50,000)</i>	_____	_____
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Purchases exceeding \$50,000.00 will be placed on the next Commission Agenda pending Procurement review.



PROCUREMENT EXPLANATION MEMO

PROCUREMENT MANAGEMENT DIVISION

TO: **Arthur H. Sorey, III**
City Manager

VIA: **Donna Rockfeld, CPPB**
Chief Procurement Officer

FROM: _____
Name

Title/Department

DATE: _____

RE: _____

Fiscal Amount not to Exceed: \$ _____ **Vendor #** _____

Purpose (How does it align with City NMB Strategic Plan?):

Background:

Recommendation:

Fiscal Impact / Account Number(s):

Contact Person(s):