



PROCUREMENT MANAGEMENT DIVISION

TO: Arthur H. Sorey, III
City Manager

VIA: Chief Procurement Officer

FROM: _____ (Name)
_____ (Department)

DATE: _____

RE: AT&T Club T1 Circuits, 1TB & other lines (AT&T #FL11-5145-00)

Annual Expenditure not to Exceed: \$ _____ **Vendor #** 480955

Waiver of Bid Justification:

Chief Procurement Officer

Approved

Date

Arthur H. Sorey, III, *City Manager (Up to \$50,000)*

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: 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):