

3.04.030 Purchasing procedures.

A. Whenever any city department director 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 director 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. The Mayor, any department director, or acting department director as designated by the Mayor, or designee of the foregoing, may approve and sign a purchase order if the amount shall be less than the applicable amount for which competitive bidding is required by SDCL § 5-18A-14, without prior approval by the Common Council. Reasonable attempts shall be made by all department directors to obtain informal quotations from local suppliers for any item or repair in excess of \$5,000.

C. All purchases in excess of the limit provided in subsection B. must comply in all respects with SDCL Chapters 5-18A through 5-18D.

D. Procurements utilizing federal funds are subject to *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance)* and any other federal statutes and regulations governing the use and payment of such funds.

(Ord. 6188, 2017; Ord. 6141, 2016; Ord. 5951 (part), 2013; Ord. 5730, 2011; Ord. 5167 (part), 2006; Ord. 3663, 2001; Ord. 3000, 1993; prior code § 2-138)