



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Notice of Delegation of Purchasing Agent's Authority

Pursuant to M.C.L. § 4.08.060

Be advised as follows:

On this day, the first day of December, 2009, I, Jeff L. Gossage, Assistant Finance Director and Purchasing Agent for The Metropolitan Government of Nashville and Davidson County, do hereby **delegate** the authority to perform the functions enumerated below to Nancy Whittlemore, Department Director/Agency Head/Commission or Board Chair for General Services Dept.

This delegation may be terminated, restricted, or expanded at any time, upon notice of Jeff L. Gossage, Assistant Finance Director and Purchasing Agent.

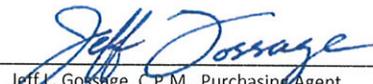
This delegation will terminate immediately and automatically if and when Jeff L. Gossage no longer holds the position of Purchasing Agent.

This delegation will terminate immediately and automatically, as to any individual delegate named above, if and when such individual no longer holds his or her specified position.

Authority is hereby delegated to perform the following functions related to the Department/Agency/Commission/Board identified above:

- 1) The issuance of releases against properly executed Metro contracts (by way of purchase orders issued within the eProcurement system) subject to the scope, terms and conditions of the said contract. DEPARTMENTS MUST MAKE PURCHASES FROM CONTRACTED FIRMS WHERE PROVIDED.
- 2) Payment outside of the eProcurement system but within the enterprise financial system is permitted for utilities but NOT standard procurements. These will be audited for compliance.
- 3) The use of Metro issued credit cards should be limited to:
 - a. Pre-approved Travel
 - b. Emergency Purchases (See M.C.L. Title 4 for Personal Liability)
 - c. Conference Registration

- d. Small Purchases (Under \$250)
 - e. Petty Cash type purchases (Under \$250)
- 4) For **non-contract** purchases under \$1,000 one quotation is required. Departments are encouraged to make these purchases from a Small Business Enterprises (SBE).
 - 5) For **non-contract** purchases under \$10,000 but greater than \$1,000 the department may issue a purchase order to the firm with the lowest quote for like item. Three quotes are required and should be attached to the purchase order file (inside eProcurement).
 - 6) Splitting of orders to remain below the \$10,000 thresh hold is prohibited and such practices are justification for the loss of delegated purchasing authority.
 - 7) For **non-contract** purchases in excess of \$10,000, formal, sealed solicitations must be issued by the Division of Purchases.
 - 8) All contracts for purchase and/or sale, of any amount, must be issued and awarded by the Division of Purchases. This includes rentals and leases.
 - 9) Departments/Agencies/Commissions/Boards must follow all Federal, State, and local laws related to open competitive procurements. Specifically, adhering to Charter and Related Private Laws and Code of Laws of the Metropolitan Government of Nashville and Davidson County, Tennessee.
 - 10) If a purchase is conducted outside of the system, documentation must be current, maintained complete and accessible for three years running. These procurements are subject to audit and must include at a minimum: justification for why it was processed outside of eProcurement, the quotes, award information documentation, and any information supporting the purchase.

Delegated By: 
Jeff L. Gossage, C.P.M., Purchasing Agent

Accepted By: 
Department Director/Agency Head/ Commission or Board Chair

Date: 11/30/09

Departmental Delegation of Purchasing Approval

On this day, the 30 day of November, 2009, I, Nancy Whittlemore,
Department Director/Agency Head/Commission or Board Chair for General Services Dept.,
do hereby **delegate** the authority to approve purchases conducted within eProcurement System on behalf of this
office to those listed below.

Delegated By: Nancy Whittlemore
Department Director/Agency Head/ Commission or Board Chair
Print Name: Nancy Whittlemore

Department Director Designee:

The following employee has authority to update and submit department BU approval flows within eProcurement and make financial commitments on behalf of the department director (typically an assistant director or your department's financial officer).

PRIMARY

Name: Dianna Atwood Signature: Dianna Atwood Position: Financial Officer

3rd Level eProcurement Approvers:

The following are department director appointees (e.g. assistant directors). These persons have authority to approve the dollar amount of the purchase request.

Name: Dianna Stephens Signature: Dianna Stephens Position: Assist. Dir.

Name: Bill Malcolm Signature: Bill Malcolm Position: Fleet Manager

Name: Ronnie Winton Signature: [Signature] Position: Radio Mgr

Name: Jody Clinard Signature: [Signature] Position: Radio Mgr

Name: Velvet Hunter Signature: [Signature] Position: Assist. Dir.

Name: _____ Signature: _____ Position: _____

This delegation will terminate immediately and automatically, as to any individual delegate named above, if and when such individual no longer holds his or her specified position listed below.