

**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 Kelvin Jones, Department Director/Agency Head/Commission or Board Chair for the Metro Human Relations Commission.

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 EBS noting the proper contract number) subject to the scope, terms and conditions of the said contract. DEPARTMENTS MUST MAKE PURCHASES FROM CONTRACTED FIRMS WHERE PROVIDED.
- 2) 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)
- 3) For **non-contract** purchases under \$1,000 one quotation is required. Departments are encouraged to make these purchases from a Small Business Enterprises (SBE).
  - 4) For **non-contract** purchases under \$4,000 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 must be forwarded to the Division of Purchases along with the requisition and/or EBS PO.
  - 5) Splitting of orders to remain below the \$4,000 thresh hold is prohibited and such practices are justification for the loss of delegated purchasing authority.
  - 6) For **non-contract** purchases in excess of \$4,000, formal, sealed solicitations must be issued by the Division of Purchases.
  - 7) 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.
  - 8) 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.
  - 9) Departments/Agencies/Commissions/Boards must house current documentation that is maintained complete and accessible for three years running. These procurements are subject to audit and must include at a minimum: the quotes, award information documentation, and any information supporting the purchase.

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

Accepted By:  Executive Director, Metro Human Relations Commission  
 Department Director/Agency Head/ Commission or Board Chair

Date: 12/1/2009

## Departmental Delegation of Purchasing Approval

On this day, the 1st day of December, 2009 I, Kelvin Jones  
Department Director/Agency Head/Commission or Board Chair for the Metro Human Relations Commission  
do hereby **delegate** the authority to approve purchases on behalf of this office to those listed below.

Delegated By: Kelvin Jones, Exec. Director, Metro Human Relations Commission  
Department Director/Agency Head/ Commission or Board Chair

Print Name: Kelvin Jones

**Department Director Designee(s):**

Name: <u>Shirley E. Sims Saldana</u>	Signature: <u>[Signature]</u>	Position: <u>Comptroller Services Manager</u>
Name: _____	Signature: _____	Position: _____
Name: _____	Signature: _____	Position: _____
Name: _____	Signature: _____	Position: _____
Name: _____	Signature: _____	Position: _____
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.