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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:

The Purchasing Agent for The Metropolitan Government of Nashville and Davidson County, delegates the authority to perform the functions listed below to Shannon B. Hall, Department Director/Agency Head/ Commission or Board Chair for Metropolitan Clerk's Office.

This delegation may be terminated, restricted, or expanded at any time, upon notice of the Purchasing Agent.

This delegation will terminate immediately and automatically if, and when, Jeff L. Gossage no longer holds the position of Purchasing Agent or the individual named above no longer holds their specified position.

Authority is delegated to perform the following:

1) The issuance of releases against properly executed Metro contracts (by way of purchase orders issued within the procurement system managed by the Procurement Division) 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 procurement system but within the enterprise financial system managed by the Financial Operations Division of the Finance Department, is permitted for utilities but NOT standard procurements. Payment vouchers will be audited for compliance.
3) The use of Metro issued credit cards by the Treasury Division are limited to:
    a. Non-Contracted purchases made in compliance with M.C.L. Title 4, Procurement Code
    b. Pre-approved Travel
    c. Emergency Purchases (See M.C.L. Title 4 for Personal Liability)
    d. Conference Registration
4) For ***Non-contract*** purchases under $1,000 one quotation is required. Departments are encouraged to make these purchases from a Small Business Enterprise (SBE) or a Service Disabled Veteran (SDV).

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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(s). Three quotes are required and attached to the purchase order file as a PDF (inside iProcurement).

6) Splitting of orders to remain below the $10,000 threshold is prohibited and such practices are justification for the loss of delegated purchasing authority.

7) ***Non-contract*** purchases in excess of $10,000 must be issued by the Procurement Division.

8) All **contracts** for purchase and/or sale, of any amount, must be issued and awarded by the Procurement Division. This includes equipment/supply rental and lease contracts.

9) Departments/Agencies/Commissions/Boards must follow all Federal, State, and local laws related to open competitive procurements. Specifically, adhering to Charter, Related Private Laws, and Code of Laws of the Metropolitan Government of Nashville and Davidson County, Tennessee.

10) For purchases under $10,000, 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 iProcurement, the quotes, award information documentation, and any information supporting the purchase.

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

Accepted By: DocuSigned by: Shannon Hall
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Department Director/Agency Head/ Commission or Board Chair

Date: 10/06/2015