

**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:

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 Howard Gentry, Criminal Court Clerk.

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 if and when Howard Gentry no longer holds the position of Criminal Court Clerk.

Authority is hereby delegated to perform the following functions related to the Criminal Court Clerk:

- 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. Non-Contracted Petty Cash purchases (Under \$250)
  - b. Pre-approved Travel
  - c. Emergency Purchases (See M.C.L. Title 4 for Personal Liability)
  - d. Conference Registration

Procurement Division

730 Second Avenue South, Suite 112  
P.O. Box 196300  
Nashville, Tennessee 37219-6300

www.Nashville.gov  
Phone: 615-862-6180  
Fax: 615-862-6179

- 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 \$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 should be attached to the purchase order file (inside eProcurement).
- 6) 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.
- 7) For **non-contract** purchases in excess of the \$4,000 delegated purchase level 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: \_\_\_\_\_

9-2-11

## Departmental Delegation of Purchasing Approval

On this day, the 2<sup>ND</sup> day of SEPT, 2011, I, HOWARD GENTRY  
Criminal Court Clerk, do hereby **delegate** the authority to approve purchases conducted within eProcurement System on behalf of this office to those listed below.

Delegated By:   
Department Director/Agency Head/Commission or Board Chair  
Print Name: Howard Gentry

### Department Director Designee:

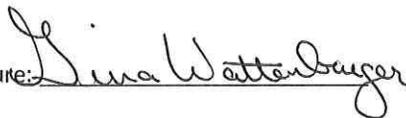
The following employee has authority to update and submit department BU approval flows within eProcurement and make financial commitments on behalf of the department director (typically an assistant director or your department's financial officer).

### PRIMARY

Name: Tommy Bradley Signature:  Position: CHIEF CLERK

### 3<sup>rd</sup> 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: GINA WATTENBARGER Signature:  Position: DEP. CLERK

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_