

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



Effective March 2009
Notice of Delegation
of Purchasing Agent's Authority
Pursuant to M.C.L. § 4.08.060

Be advised as follows:

On this day, the twelfth day of February, 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 Laura Hokenstad, Department Director/Agency Head/ Commission or Board Chair for MAYOR'S OFFICE OF EMERGENCY MANAGEMENT.

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

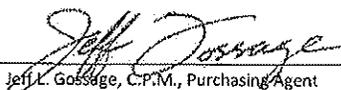
This delegation will terminate immediately and automatically if and when Jeff L. Gossage no longer holds the position of Purchasing Agent.

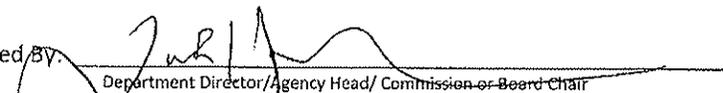
This delegation will terminate immediately and automatically, as to any individual delegate named above, if and when such individual no longer holds his or her specified position.

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 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 eProcurement, documentation must be current, maintained complete and accessible for three years running. These 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.

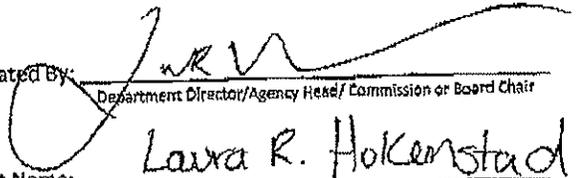
Delegated By: 
Jeff L. Gossage, C.P.M., Purchasing Agent

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

Date: March 12, 2009

Departmental Delegation of Purchasing Approval

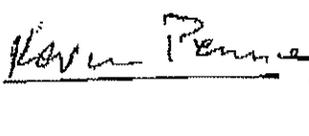
On this day, the 12 day of March, 2009, Laura Hokenstad, Department Director/Agency Head/Commission or Board Chair for OEM, do hereby delegate the authority to approve purchases conducted within eProcurement System on behalf of this office to those listed below.

Delegated By: 
Department Director/Agency Head/ Commission or Board Chair
Print Name: Laura R. Hokenstad

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: Kevin Penney Signature:  Position: Deputy Director OEM

3rd Level eProcurement Approvers:

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

Name: David Himes Signature:  Position: Asst. Director Metro Public Works

Name: _____ Signature: _____ Position: _____

Name: _____ Signature: _____ Position: _____

Purchasing & Contract Management
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