



Metropolitan Government of Nashville and Davidson County - Finance Dept. Policy: Purchasing Policy

Effective Date: February 2009
Revision Date: July 8, 2025
Policy Number: Purchasing Policy #20
Sponsor: Division of Purchases

Purpose

To establish uniform guidelines governing Metro purchasing practices that conforms to the Metropolitan Code and state procurement regulations.

Definitions

Oracle ERP Software Solution (Oracle): The enterprise-wide financial system.

iProcurement: Role within Oracle for submitting a purchase or contract request, securing Metro approvals, soliciting offers, receiving proposals/bids more than \$50,000 resulting in a contract and/or purchase order. Purchase requests in the iProcurement role will verify the availability of funds in Oracle. Purchase orders issued with the iProcurement role will encumber the funds in Oracle.

Contract: Long form agreement that is the preferred method to formally establish the terms and conditions under which a purchase order should be issued. A contract requires approval of the Purchasing Agent, Finance Director, and the Department of Law.

Credit Card: Payment tool issued under the oversight of the Department of Finance's Office of the Treasurer. It is not a delegated purchasing card but a credit card. The Metropolitan Code of Law sets forth the purchasing empowerments and restrictions in Title 4, Procurement Code.

Direct Voucher: Appropriate method for paying invoices such as utility bills, seminar attendance, and short form classified payments. It does not negate the pre-purchase approvals for the actual procurement and should never be used to authorize payments for purchase orders issued under the iProcurement role. This will result in duplicate expenditures. As with the use of the corporate credit card, the Metropolitan Code of Law sets forth the purchasing empowerments and restrictions in Title 4, Procurement Code.

Purchase Order (PO): Short form agreement that is the appropriate method for making purchases against a contract. A PO should be issued prior placing an order for goods or services.

General Policies

This purchasing policy is governed by the Metropolitan Procurement Code and applies to all purchases regardless of the procurement or payment method. The delegated departmental purchasing authority is capped at \$50,000.00.

The following chart reflects the permitted purchasing levels established by State of Tennessee laws and section 4.12.010 of the Metropolitan Code of Laws:

Dollar Amount of Purchase	Requirements
Up to \$4,999.99	A minimum of one written quotation is required.
\$5,000.00 - \$50,000.00	A minimum of three written quotations are required. Where availability exists, at least one of the three written quotes shall be solicited from a certified small business



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	enterprise (SBE) or service-disabled veteran owned enterprise (SDV).
Above \$50,000.00	Competitive sealed bids or request for proposals.

The above dollar thresholds shall be inclusive of the total project cost up to a maximum term of 60 months.

The required documentation listed in the chart above is required by State & Metro law regardless of the purchase method used to make the purchase.

Applicable Local, State or Federal Regulations

Title 12 Chapter 3 of the Tennessee Code

Section 8 -103 & §8 -108 of the Metropolitan Charter

Title 4 of the Metro Code

Associated Policies

None.

Effective Date

This policy statement shall become effective on February 15, 2025 and shall be applied to all Metro departments and agencies.

Approvals

Approval of the Director of Finance

I hereby approve this Policy Statement of the Department of Finance and as such agree with and authorize the actions necessary to implement its requirements.

Jenneen Reed

Director of Finance

Date: July 13, 2025

Approval of the Purchasing Agent

I hereby approve this Policy Statement of the Department of Finance and as such agree with and authorize the actions necessary to implement its requirements.

Dennis Rowland

Purchasing Agent

Date: July 13, 2025