

ORDINANCE 2893

AN ORDINANCE AMENDING OCCGF 3.08.050 PERTAINING TO SMALL PURCHASE PROCUREMENT.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

Section 1. That OCCGF Title 3.08.050 be amended as follows:

3.08.050 Small purchases. **A.** Any procurement not exceeding the amount established by 7-5-4302 MCA may be made in accordance with the ~~following small purchase procedures:~~ **procedures developed by the City Manager or his/her designee.**

~~A. Purchases between \$ 0 and \$999 the quotation rules shall be set by the department.~~

~~B. Purchases between \$1,000 and \$4,999 require three verbal quotes whenever possible to ensure responsible use of City funds.~~

~~C. Purchases between \$5,000 and the bid limit specified in the State Statutes require three written quotes attached to the requisition form.~~

B. Procurement requirements may not be artificially divided so as to **avoid compliance with the prescribe procedures developed in compliance with** ~~constitute a small purchase under this section.~~ **Supporting quotation documentation related to Items B & C must accompany all claims and purchase requisitions submitted to the Fiscal Control Services Department.** (Ord. 2655, 1993)

Section 2. This ordinance supersedes and therefore repeals Resolution 8678.

PASSED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, this 21st day of December, 2004.

Randall H. Gray, Mayor

ATTEST:

Carolyn Horst, Deputy City Clerk
(SEAL OF THE CITY)

APPROVED AS TO FORM:

David V. Gliko, City Attorney

State of Montana)
County of Cascade : ss
City of Great Falls)

I, Carolyn Horst, Deputy City Clerk of the City of Great Falls, Montana, do hereby certify that the foregoing Ordinance 2893 was placed on its final passage and passed by the Commission of the City of Great Falls, Montana, at a meeting thereof held on the 21st day of December, 2004, and approved by the Mayor of said City on the 21st day of December, 2004.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said City this 21st day of December, 2004.

Carolyn Horst, Deputy City Clerk

(SEAL OF CITY)

State of Montana)
County of Cascade : ss
City of Great Falls)

Carolyn Horst, being first duly sworn, deposes and says: That on the 21st day of December, 2004, and prior thereto, she was the Deputy City Clerk of the City of Great Falls, Montana; that as said Deputy City Clerk she did publish and post as required by law and as prescribed and directed by the Commission, Ordinance 2893 of the City of Great Falls, in three conspicuous places within the limits of said City to-wit:

On the Bulletin Board, first floor, Civic Center Building;
On the Bulletin Board, first floor, Cascade County Court House;
On the Bulletin Board, Great Falls Public Library

Carolyn Horst, Deputy City Clerk

(SEAL OF CITY)