

Purchasing Department

Kathryn Kasper
Purchasing Agent



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Honorable Mayor Cory Mason and the
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

September 28, 2018

Ladies and Gentlemen:

The Purchasing Agent is asking for permission to revise the Municipal Code Article II, Section 46.33 Purchases Under \$1,000.00.

The language currently reads as follows:

Sec. 46-33. - Purchases under \$1,000.00.

The provisions of [section 46-29](#) shall not apply to the purchase or contract for materials, supplies, equipment and contractual services amounting to less than \$1,000.00. When materials, supplies, equipment and contractual services amounting to less than \$1,000.00 are required, the department head shall purchase and pay for the same in cash or on the city purchasing card and receive a receipted invoice therefor, which shall be presented to the city treasurer, who shall reimburse the purchaser for such expenditure.

I am asking that the current language be revised to read as follows:

Sec. 46-33. - Purchases under the current Micro limit as set by the US Office of Management and Budget (OMB) Uniform Guidance

The provisions of section 46-29 shall not apply to the purchase or contract for materials, supplies, equipment and contractual services amounting to less than the current OMB micro limit. When materials, supplies, equipment and contractual services amounting to less than the current OMB micro limit are required, the department head or their designee shall purchase and pay for the same on the city purchasing card and receive a receipted invoice therefor.

The current OMB limit is \$3,000 and utilized by all Federal Agencies. I have researched other agencies of similar size to Racine and most agencies have a small purchase limit of anywhere from \$5,000 to \$10,000. I prefer the OMB limit as we already have processes in place to deal with federal procurements that trigger at that dollar threshold.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Kathryn Kasper', is written over the typed name.

Kathryn Kasper
Purchasing Agent