

Payment Exceptions Table Payments Processed Through Check Request

Check requests processed through Accounts Payable may be used for acquiring goods and services up to \$1,000 in value not on a City contract. This payment method is eligible for any purchase up to \$1,000.00 per vendor, per receipt in lieu of using a ProCard. A ProCard is the preferred method of payment for small dollar transactions.

Note: Component, split or serial purchasing to avoid competition is not allowed.

There are several exceptions to the \$1,000 limit as outlined in the following table. Unless otherwise noted, exceptions listed are NOT limited by dollar amount as these expenses are exempt from competitive procurement. However, when a check request(s) to the same payee exceeds \$50,000 in the same fiscal year Council approval is required.

Description	Notes
Advertising	Paid directly to the publisher
Artists, musicians, sports referees or similar	Personal contracts
Books, brochures and educational materials	Paid directly to the publisher
Event fees	
Fees associated with bond sales, legal fees or any fees required by law	
Legal settlements	
Magazine, newspaper and periodical subscriptions	Not software subscriptions
Membership dues	
Payments processed through pre-encumbered contracts	Construction or similar projects
Permits	
Postage and postage meter	
Professional licenses, certification and exam fees	
Property tax, real estate and real estate appraisals	
Refunds, rebates and program incentives	
Seminar and training fees	
Sponsorships	
Utility bills and telephone bills (not cellular)	