

Director's Signature Authority Procedures for the Purchase of Goods or Services

Overview

Often quotes are received by a Department for small-dollar purchases that include a single signature line. In order to streamline the number of items going to the City Manager for approval, the following process will now apply. If a quote is for \$10,000 or less and requires only a signature from the City (unilateral signature), the Department Director will have the authority to sign the Vendor's quote once a DAF (Director's Approval Form) has been issued by Purchasing.

Under the new process, these low risk items will be sent by the Department to the Contract Specialist to request a DAF. The quote and DAF will be returned to the Department Agenda Coordinator to collect the Director's signature. These items will no longer need to go through the City Manager agenda process which will save the Department and the City Manager's office time and gain efficiency in processing small orders.

Director Approval Process

If a quote is for \$10,000 or less and requires only one signature from the City (unilateral signature), the Department Director can sign the Vendor quote once a DAF has been issued. Therefore, these items will not need to go through the City Manager agenda process. Below are the steps to be followed for Director Approval items:

1. If a signature line appears on the quote, the Department should always verify with the Vendor to see if a signature is required before proceeding.
2. If the Vendor says a signature "is not required" on the quote, the Department will write "N/A" on the signature line contained on the quote and enter a Munis Requisition with the Vendor quote attached and a note added to "General Notes" in the Munis Requisition stating that "the Vendor confirmed that a signature is not required".
3. If a signature "is required", the Department will email the quote to the Contract Specialist to request a DAF before collecting the Director's signature.
4. The Contract Specialist will review any terms and conditions on the quote against a check list provided by Legal.
5. When the quote review is complete, the Contract Specialist will forward the Department Agenda Coordinator a DAF and quote.
6. The Department Agenda Coordinator will present the quote to the Director for signature.
7. The Department can then process a requisition in Munis with the quote and DAF attached, the requisition will be converted to a purchase order, or the Department may process an eligible purchase using a ProCard and scan the signed vendor quote, credit card receipt and signed DAF into Munis as part of the regular credit card reconciliation process.
8. Purchasing will conduct spot audits of purchase orders and ProCard purchases for \$3,000 or less to assure that DAF Purchasing Guidelines were followed.

Note: quotes, proposals, or contracts with dual signature lines for any amount or for an amount in excess of \$10,000 will follow the City Manager or Council Agenda process as applicable.

Send request for a DAF with quote to:
Marilyn Jackson, Contract Specialist
Email: mjackson@roundrocktexas.gov
Phone: (512) 218-5459