

Purchasing Thresholds (effective August 2016)

Goods & Services

(Purchase Order Required for All Purchases over \$2,500)

Includes small tools and equipment (e.g., technology equipment, radios, furniture); does not include services that are classified as a Professional Service or work that is a Public Work.

Goods	\$0 – \$2,500	Department Approval
	\$2,501 – \$10,000	Department Approval, Purchase Order
	\$10,001 – \$40,000	Quotes, Executive Approval, Purchase Order
	over \$40,001	Bid, Council Approval, Purchase Order
Services	\$0 – \$2,500	Department Approval
	\$2,501 – \$10,000	Department Approval, Letter of Agreement, Purchase Order
	\$10,001 – \$40,000	Quotes, Contract, Executive Approval, Purchase Order
	over \$40,001	RFP/RFQ, Contract, Council Approval, Purchase Order

Supplies

(Purchase Order Required for All Purchases over \$2,500)

Includes items purchased for consumption or resale (e.g., office supplies, forms, agricultural supplies, chemicals, laboratory supplies, cleaning supplies, clothing, construction materials, road oil, sign materials, drugs, electrical supplies, feed for animals, household supplies, lubricants, medicines, painting and plumbing supplies, books, publications, ammunition, automotive repair parts and tires, etc.); fuel used to generate power, heating, and operate engines and vehicles (e.g., diesel fuel, gasoline, oil, propane gas, wood, etc.).

\$0 – \$2,500	Department Approval
\$2,501 – \$10,000	Department Approval, Purchase Order
\$10,001 – \$40,000	Quotes, Executive Approval, Purchase Order
over \$40,001	Bid, Executive Approval, Purchase Order

Professional Services

(Purchase Order Required - No Minimum Threshold)

See page 2 for definition, and examples.

Architects & Engineers	\$0 – \$10,000	RFP/RFQ, Letter of Agreement, Purchase Order
	\$10,001 – \$40,000	RFP/RFQ, Contract, Executive Approval, Purchase Order
	over \$40,001	RFP/RFQ, Contract, Council Approval, Purchase Order
Other Professional Services	\$0 – \$10,000	Letter of Agreement, Purchase Order
	\$10,001 – \$40,000	Contract, Executive Approval, Purchase Order
	over \$40,001	RFP/RFQ, Contract, Council Approval, Purchase Order

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Public Work

(Purchase Order Required - No Minimum Threshold)

All work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. (RCW 39.04.010)

\$0 – \$10,000 Letter of Agreement, Purchase Order
\$10,001 – \$40,000 Quotes, Contract, Executive Approval, Purchase Order
over \$40,001 Bid, Contract, Council Approval, Purchase Order

Capital Budget Appropriation Ordinance (Project Budget)

(Purchase Order Required - No Minimum Threshold)

Goods, Supplies	\$0 – \$10,000 Department Approval, Purchase Order \$10,001 – \$40,000 Quotes, Executive Approval, Purchase Order over \$40,001 Bid, Executive Approval, Purchase Order
Services (non-professional)	\$0 – \$10,000 Department Approval, Letter of Agreement, Purchase Order \$10,001 – \$40,000 Quotes, Contract, Executive Approval, Purchase Order over \$40,001 RFP/RFQ, Contract, Executive Approval, Purchase Order
Architects & Engineers	\$0 – \$10,000 RFP/RFQ, Letter of Agreement, Purchase Order over \$10,001 RFP/RFQ, Contract, Executive Approval, Purchase Order
Other Professional Services	\$0 – \$10,000 Letter of Agreement, Purchase Order \$10,001 – \$40,000 Contract, Executive Approval, Purchase Order over \$40,001 RFP/RFQ, Contract, Executive Approval, Purchase Order
Public Work	\$0 – \$10,000 Letter of Agreement, Purchase Order \$10,001 – \$40,000 Quotes, Contract, Executive Approval, Purchase Order over \$40,001 Bid, Contract, Executive Approval, Purchase Order

Question: What is a professional service?

Answer: A professional service by definition is a service involving established professions requiring advanced knowledge or education. Services are predominately mental or intellectual, rather than physical or manual.

Professional services include:

*Engineers	*Attorneys
*Survey by Licensed Professional Surveyor	*Bond Brokers
*Architects	*Computer Programmers
*Veterinarians	*Computer Consultants
*Doctors	*Economists
*Dentists	*Financial Analysts
*Psychiatrists	*Planners
*Nurse Practitioner	*Real Estate Appraisers
*Registered Nurse	*Interpreters
*Councilors with State Certification	*Archaeologists
*Accountants	*Telecommunication Consultants

Professional services do not include:

*Plumbers	*Title Search
*Carpenters	*Title Insurance
*Electricians	*Video Production
*Routine Material Testing	*Catering
*Mechanics	*Towing
*Custodians	*Operated Rental Equipment