

Emmet County
Procurement Threshold Requirements

Dollar Cost per Purchase to Procure **	Initial Authorization to Purchase	Vendor Bid or Proposal Selection Process	Purchase Requisition Required?	Final Authorization to Purchase
Petty Cash (\$100 and less)	Department Head or Delegated Departmental Authority	N/A	No	Department Head or Delegated Departmental Authority
\$999.99 and less	Department Head or Delegated Departmental Authority	N/A - Unless Required by Grantor	No	Department Head or Delegated Departmental Authority
\$1,000-\$2,999.99	Department Head or Delegated Departmental Authority	Informal Bids or Quotes Preferred	Yes	Finance and Accounting Department
\$3,000-\$24,999.99	Department Head or Delegated Departmental Authority	Informal Quotes or Sole-source Justification Required	Yes	County Administrator or Delegate, and Finance department
\$25,000 and more ***	County Administrator	Formal Solicitations or Sole-source Justification Required	Yes	County Administrator or Delegate, and Finance Department, and Board of Commissioners (unless an emergency procurement)

*** Any purchases not in accordance with the most current approved budget may require review and preapproval by the county administrator or authorized designee. Depending upon the circumstances, any employee making unauthorized, improperly procured purchases on behalf of or using Emmet County funds may be held personally liable for the cost of such purchases.**

**** Planned combined dollar cost of purchases for one vendor or contractor over the course of the fiscal year fall within the \$3,000 - \$24,999.99, may require informal quotes; or that exceed \$24,999.99, may require formal solicitations.**

***** An ICE (Independent cost estimate) is required at \$150,000 or more cost.**