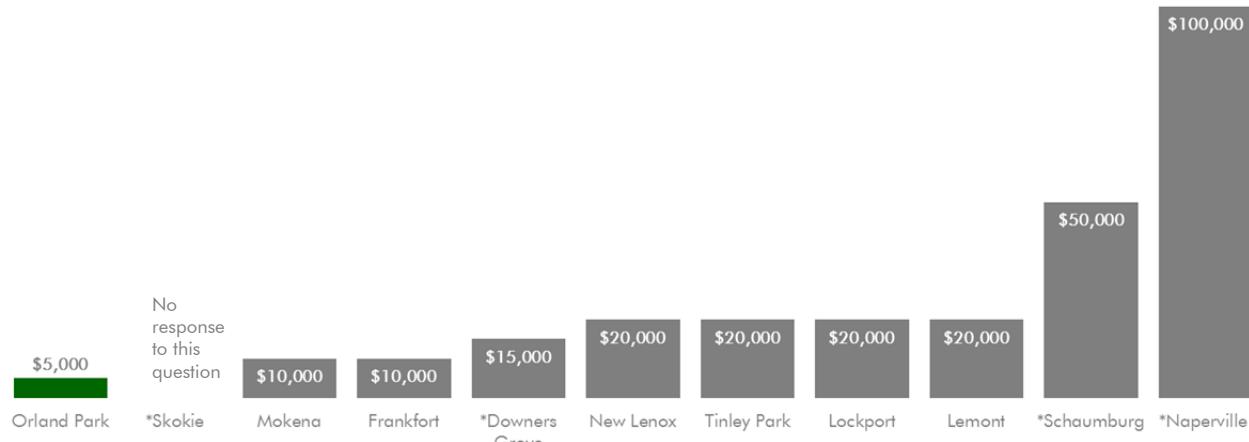




### Purchase Authorization

The following municipalities require Board approval for purchases exceeding the dollar amounts shown in the chart below.



\*Note: municipalities with an \* are all comparable in size to the Village of Orland Park

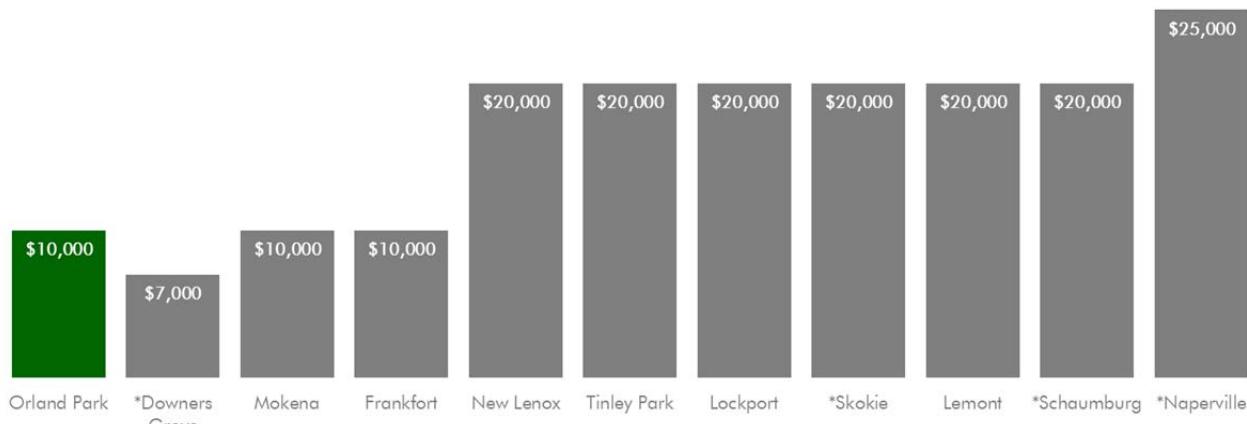
### Current amount:

### Recommendation:

<\$3,499	Director authorization	< \$5,000
	Finance Director authorization	$\geq$ \$5,000 - < \$10,000
$\geq$ \$3,500 - \$4,999	Village Manager authorization	$\geq$ \$10,000 - < \$20,000
$\geq$ \$5,000	Board of Trustees authorization	$\geq$ \$20,000

### RFP and Bidding Limits

The following are RFP and bidding limits for items purchased for each municipality, dollar amounts shown in the chart below.



\*Note: municipalities with an \* are all comparable in size to the Village of Orland Park

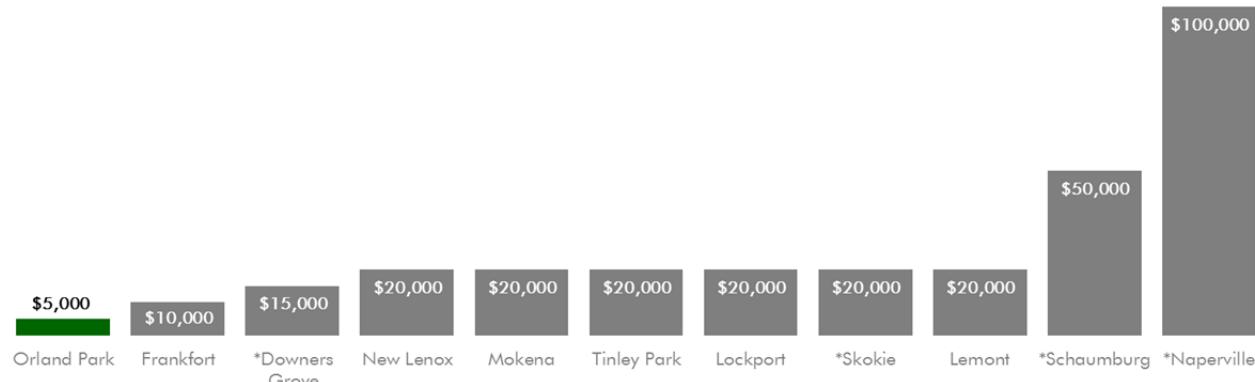
## Contract Authorization

### **When contracts are required?**

Formal contracts are currently and will continue to be required for contracts where prevailing wage is required, regardless of the amount. Staff recommends that purchase orders, which will include terms and conditions, serve as a contract for goods and services <\$10,000, and contracts with required attachments obtained for anything  $\geq$ \$10,000.

### **Who can sign the contract?**

The following municipalities require Board authorization for contracts exceeding the dollar amounts shown in the chart below.



\*Note: municipalities with an \* are all comparable in size to the Village of Orland Park

All contracts are currently and will continue to be submitted to the Contract Administrator for review and signature authorization.

#### **Current:**

#### **Recommendation:**

<\$3,500	Director authorization	< \$5,000
	Finance Director authorization	$\geq$ \$5,000 - <\$10,000
$\geq$ \$5,000 - <\$10,000	Village Manager or Asst. Village Manager authorization upon Board approval	$\geq$ \$10,000 - < \$20,000
$\geq$ \$10,000	Board of Trustees authorization	$\geq$ \$20,000