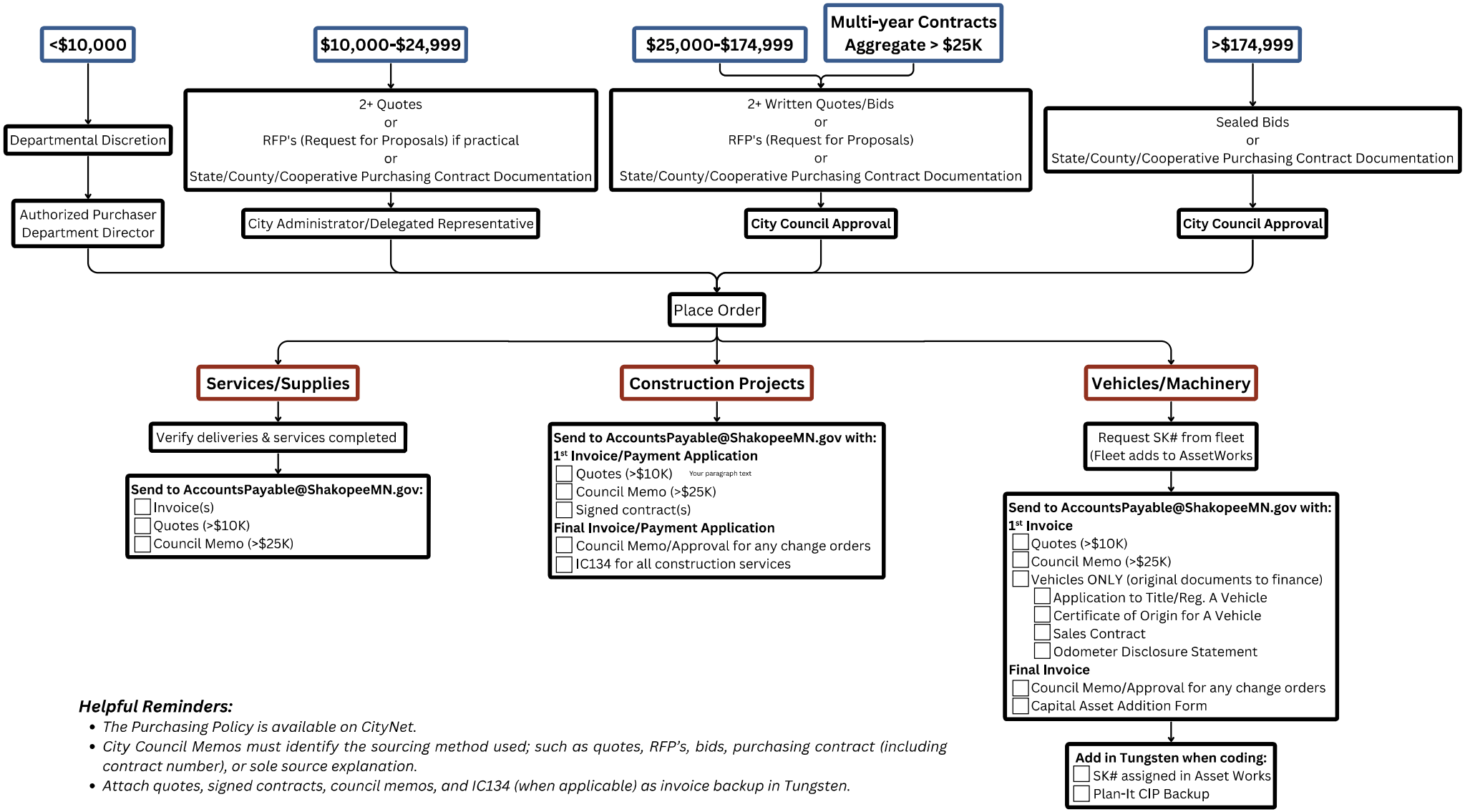
Purchasing Workflow



Helpful Reminders:

- *The Purchasing Policy is available on CityNet.*
- *City Council Memos must identify the sourcing method used; such as quotes, RFP's, bids, purchasing contract (including contract number), or sole source explanation.*
- *Attach quotes, signed contracts, council memos, and IC134 (when applicable) as invoice backup in Tungsten.*