

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: PI 303 – Expenditure Authorization/Procurement

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| Purpose | Information: | Guidance: | Decision: X |
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Recommendation Approve the revisions to PI 303.

Last Action PI 303 was substantially revised in August of 2011 – in January it was revised to reflect the new numbering system.

Discussion The Policy Instruction states that the policy and the related Standard Procedure Instruction will be reviewed periodically. As the policy has been in place almost one year, Staff discussed the implementation process and evaluated the policy and related procedures. The following issues were considered:

- *Dollar value limits on expenditure classifications.* The smallest classification of expenditures (previously entitled “minimal,” but has been renamed “small”) in the policy was \$3,000 and under. Staff determined that limit on this lowest classification should be increased to \$5,000. The policy has also been modified to state that all purchases should be “shopped” to obtain the best possible price for the District – although as a practical matter no documentation will be required on purchases which fall in the lowest category.
- *Handling of non-responsive solicitations of proposals.* During the implementation period Staff has found that requesting three quotes and receiving three quotes are two different things. The policy has been revised to give the General Manager authority as to when a non-responsive solicitation from a vendor can qualify as one of the three proposals.
- *Documentation revision.* Staff determined it would be beneficial to revise the Purchase Order form to more closely follow the policy. The form has been revised so that the expenditure classification is noted on the face of the form and reference to when three proposals are required has been added. To add consistency, a summary form has been developed to be used to document the proposals requested.
- *Change to the check signing limit.* District policy required that if a check is issued for more than \$3,000 one of the signatories must be a board member. Staff is suggesting that that limit be raised to checks of \$5,000 or more.

Staff has revised PI 303 accordingly and submits it for Board approval.

Fiscal Impact None anticipated.

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| Communication Strategy | Staff will be briefed on the changes to the Policy Instruction and the new forms. |
| Attachments | PI 303 – as revised Draft of revised Purchase Order Draft of “Summary of Quotations/Proposals” form |
