

EXPENDITURE OVERSIGHT TEAM (EOT) APPROVAL MATRIX

Effective immediately, the following written approvals must be provided to Procurement or Finance (as applicable) in advance of any expenditure. Approvals should be obtained in the order listed below and emailed approvals are acceptable. Approval Requests must contain complete and detailed information sufficient for the Approvers review. All other Procurement and Finance rules and approvals shall apply (e.g. OEOP review, Change Order Review Process, DA-23 Process, pCard policies, travel orders, etc.).

Expenditure Amount	1 st Department Director Approval Required	2 nd Budget Analyst Approval Required	3 rd Assigned Assistant or Deputy City Manager Approval Required
Expenditures \$0-\$4,999	At Director's Discretion	No	No
Expenditures \$5,000-\$9,999	At Director's Discretion	Yes (except pCard)	No
Expenditures \$10,000 or More	Yes	Yes	Yes

Expenditures: Shall include:

1. Purchase Requisitions
2. New Solicitations (e.g. IFB, RFQ, RFP, Quotations)
3. Renewal of Contracts or Blanket Purchase Orders
4. Individual Orders Against a Blanket P.O. (Direct Releases/"DR", non-DR Purchases, Phone Orders, Online Orders)
5. Change Orders
6. Contract Amendments
7. pCard Transactions
8. DA-23
9. Print Services (Reprographics) Work Orders

Exceptions: The following items are exempt from the Budget Analyst and CMO approval requirements.

1. Water Stores and Fleet Stores Inventory Requisitions
2. Expenditures Against a Balance Sheet
3. Refunds Against Revenue Accounts
4. Purchases by the Counter Narcotics Alliance (CNA)
5. Construction and Professional Design Services Pay Estimates (Previously Approved via the Expenditure Approval below)
6. Partial Pay Requests (Previously Approved via the Expenditure Approval)
7. Revenue Generating Contracts (Must be Strictly Revenue Generating – No Expenditure of Funds)

No other exemptions shall apply.

Fixed Assets: All fixed asset purchases shall be made and reported in accordance with A.D. 4.01-3.

Funding: These approvals apply to ALL acquisitions and payment requests regardless of funding source (RTA and Rio Nuevo included).

Travel Orders: **ALL** travel orders must have prior approval by the City Manager's Office regardless of dollar amount. Day trip forms must be approved by the Director but do not require City Manager approval.

***If you have any questions, please contact the Procurement, Budget or Finance Departments.
Thank you for your assistance.***