



**To:** All Employees Involved in the Purchasing Process

May 11, 2020

**From:** Trent Davis, Director of Purchasing

**Re:** Purchasing Manual

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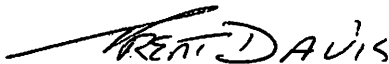
Please see that all employees involved in the Purchasing process have access to the manual. It will provide instruction and hopefully answer your questions concerning purchasing procedures.

A copy of the manual can be found on the City's Intranet page under Purchasing.

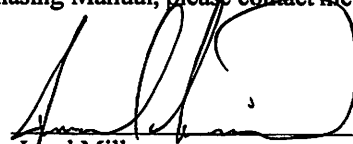
A section has been provided entitled "The Most Frequently Asked Questions About Purchasing Policy." This section is intended to provide quick answers to typical questions without having to search through the entire manual.

The Purchasing Department is committed to providing any and all instructions and interpretations that your department might require. We continue, therefore, to offer personalized instruction to all departments by conducting informal meetings where we can address your department's specific questions. If you have anyone in need of this type of instruction, from the clerk through the Department Director level, please contact me. We will be glad to come to your location for this purpose.

If you have any questions or comments concerning the Purchasing Manual, please contact me.



Trent Davis,  
Director of Purchasing



Jared Miller  
City Manager