

City of Smyrna  
Purchasing Department  
2800 King Street SE  
Smyrna, GA 30082

TO: Kristin Robinson

FROM: Penny Murphy, C.P.M.

RE: Purchasing Policy Manual Updates

With the launch in 2013 of the City's new financial ERP system, Tyler Technologies MUNIS, several sections of the Purchase Policy Manual became outdated. It was rewritten but never presented to Mayor and Council for review and approval. The current manual was approved in April 2011.

In addition to documenting the new processes brought by the MUNIS financial system, the revised policy recommends new minimum dollar thresholds for obtaining competitive quotes and for formal sealed bids. It also adds the Public Works Construction Project exemption to the formal sealed bids for projects below \$100,000.

The revised Policy is attached. We look forward to approval by Council.

Thank you,

*Penny Murphy*

Attachments