



## Notes:

1. Purchases under \$10,000 may be processed by Departments using SAP Low Value Purchase Order (L order) or Corporate Procurement Credit Card (CPC)
2. For non-competitive purchase requests under \$500,000 a 'Competitive Procurement Exception Request Form' must be completed by the Department and forwarded to Materials Management for review and approval of the NWPTA exception before routing to the Delegated Authority or General Manager or City Manager for approval.