



Water & Sewerage
Department

MEMO: Update to PO Authorizations

TO: Gary Brown, Director
Thomas Naughton, CFO
Debra Pospiech Esq., General Counsel

FROM: Mamata Burgi,
Procurement Manager

DATE: March 15, 2021

This memo is to document approvals of updates to DWSD Director Brown's delegation of purchase order authorization levels and responsibility. This change remains in compliance with the DWSD Procurement Policy and will be communicated to the BOWC in April 2021.

DWSD DELEGATION OF AUTHORITY						
		Contract Type				
		Personal Services	Goods / Commodities	Professional Services	Construction	Asset Sale / Disposal
Required Signatures	Buyer	\$0	</\$10,000	\$0	\$0	\$0
	CFO / Dir. of Purch.	\$0	>\$10,000 - </\$50,000	\$0	\$0	\$0
	CFO	<\$40,000	>\$50,000 - </\$75,000	</\$200,000	\$0	\$0
	CEO / ED	>\$40,000 - <\$50,000	>\$75,000 - </\$100,000	>\$200,000 - </\$250,000	<\$500,000	\$500,000
	BOWC	>\$50,000	>\$100,000 - <\$2,000,000	>\$250,000 - <\$2,000,000	>\$500,000 - <\$5,000,000	>\$500,000 - <\$2,500,000
	City Council	>\$150,000	>\$2,000,000	>\$2,000,000	>\$5,000,000	\$2,500,000

Approved, effective: April 21, 2021

Thomas Naughton

Thomas Naughton (Mar 26, 2021 12:30 EDT)

Thomas Naughton, DWSD CFO

Mar 15, 2021

Date

Debra N. Pospiech

Debra N. Pospiech (Mar 15/2021 12:27 EDT)

Debra Pospiech Esq., DWSD General Counsel

Mar 15, 2021

Date

Gary Brown

Gary Brown, DWSD Director

Mar 22, 2021

Date