# PURCHASING EXHIBIT

*Methods Of Competition To Be Used For Non-Bid Procurements*

<table>
<thead>
<tr>
<th></th>
<th>Verbal Quotes</th>
<th>Written Quotes</th>
<th>RFP*</th>
<th>Other</th>
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<tr>
<td><strong>Purchase Contracts up to $20,000</strong></td>
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<td>Under $1,000</td>
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<tr>
<td>$1,001 - $5,000</td>
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<td><strong>Public Work Contracts Up To $35,000</strong></td>
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<td>Under $3,500</td>
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<td>Emergencies</td>
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<td>Insurance (Institutional)</td>
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<tr>
<td>Professional Services (see 6741)</td>
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<td>Leases of Personal Property</td>
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<td>Second-Hand Equipment from Other Governments</td>
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<td>Certain Food &amp; Milk Purchases</td>
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<td>Sole Source (For example, patented or monopoly item)</td>
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*RFP: Request for Proposal*

Adoption date: January 6, 2014