

5.2.2.A LOPR_Purchase Signing Authority



Signing Authority for Purchase Orders, Invoices and Payment Requests

Department Directors are authorized to sign purchase orders totaling \$10,000 without prior approval of the Public Contracting Officer. Authorization up to \$5,000 may be delegated in whole or in part to other department employees as deemed necessary and expedient. Final purchase order approval maybe contingent upon authorization from the Finance Director.

Please provide the following information:

Parks & Recreation

Department

Name (Print or Type)	Signature	Authorized Limit
Ivan Anderholm		\$10,000
Jeff Munro		\$10,000
Jan Wirtz		\$10,000
Maria Bigelow	Maria Bigelow	\$10,000
Megan Big John		\$10,000
Bruce Powers		\$4000
Kyra Haggart		\$4000
Dina Balogh	Dina Balogh	\$2500
Pam Montoya	Pam Montoya	\$2500
Cyd Fletcher		\$2500

Department Director Signature:

4/6/22
 (Today's Date)



Signing Authority for Purchase Orders, Invoices and Payment Requests

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Please provide the following information:

Parks & Recreation

Department

Name (Print or Type)	Signature	Authorized Limit
Carol Hartley		\$2500
Jamie Inglis		\$2500
Eric Hirshberger		\$2500
Antonio Garcia		\$2500
Greg Tracy		\$2500
Lisa West		\$1500
Judy Nelson		\$1000
Angie Tomlinson		\$1000
Brenda Falson		\$1000
Jean Ostrander		\$1000

Department Director Signature:

4/8/22

(Today's Date)



Signing Authority for Purchase Orders, Invoices and Payment Requests

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Please provide the following information:

Parks & Recreation

Department

Name (Print or Type)	Signature	Authorized Limit
Jordan Morales	<i>Jordan Morales</i>	\$1000
Kim Vermillion	<i>Kim Vermillion</i>	\$1000
Nicolette Hume	<i>Nicolette Hume</i>	\$1000
Emily Liu	<i>Emily Liu</i>	\$1000
Karen Galloway	<i>Karen Galloway</i>	\$1000
Desi Peterson	<i>Desi Peterson</i>	\$1000

Department Director Signature:

[Signature]

4/6/22

(Today's Date)