

<b>SUBJECT:</b> Micro-purchases	<b>EFFECTIVE DATE:</b> _____	<b>A.R. NO.:</b>
<b>APPLIES TO:</b> All Departments and Divisions	<b>SUPERSEDES:</b>	Page 1 of 2

**PURPOSE:**

To modify the title of the departmental purchase process to that of a micro-purchase. This code change is designed to encourage departments and divisions to use their departmental purchase authority to support local businesses where possible and consistent with City Municipal Code. Evidence shows that prioritizing local spending can greatly benefit the local economy, benefitting local supply chains, supporting local workers, and making more local charitable contributions.

**POLICY:**

Before making any micro-purchase, City employees shall use best efforts to ascertain whether the product or service is available at a reasonable price from a local business, in which case the employee shall procure the product or service from such business.

**DEFINITIONS:**

1. "Local Business" is a Lincoln/Lancaster County Owned Business according to the Purchasing Department's vendor management system, or any business that has a principal place of business that is physically located in Lancaster County. The business should ideally have a significant employee and ownership presence in Lancaster County.

**PROCEDURE:**

To assist departments and City employees with identifying potential local vendors, the Purchasing Department has put together a list of vendors from the City's vendor management system, along with others identified through research. Unless otherwise noted, each of the businesses included on this list qualifies as a "Local Business." Other business identifiers are used where applicable. This list will be updated from time to time as new information becomes available. Although the information on this list is believed to be reliable, no warranty or claim is made about the completeness, accuracy, or currency of the information on the list. The list can be found at:  
<https://intra.linc.lincoln.ne.gov/city/finance/purch/doclist.htm> .

Before making any micro-purchase, City employees shall:

- 1) Search for an existing contract on the Purchasing Contract Management site at :  
 (<https://col.ionwave.net/ActiveContractList.aspx>)
- 2) Consult the local vendor list to determine whether the needed product or service can be procured locally at a reasonable price which meets the given need at: <https://intra.linc.lincoln.ne.gov/city/finance/purch/doclist.htm>
- 3) In the event the product or service cannot be procured locally at a reasonable price the department may consider online purchases from a vendor such as Amazon Business.

The foregoing Administrative Regulation is hereby APPROVED.