

Attachment - A

PROCEDURES FOR TRACKING CONTRACTS \$1M OR MORE
Effective May 2012

1. The Associate Management Analyst (AMA) in WWTD, is creating a spreadsheet to track the following:
 - a. All contracts of \$1M or more.
 - b. Begin tracking the Resolution number, Not-to-exceed Council approved amounts, versus the Contract amounts.
 - c. Track all Purchase Orders related to that vendor/contract per each fiscal year.
 - d. Create a notifying system in the spreadsheet which will track expenditures when amount reach 75%.
 - e. If a request is submitted to the AMA which exceeds 100% of the approved amount, the item will be held and the facility requestor and purchasing buyer will be notified.
2. A copy of the 1472 and Resolution number will be added to the folder in WWTD's J:drive.
3. AMA will work with the appropriate buyer in Purchasing and/or the Requestor at WWTD facilities when amounts reach 75% of the approved total for that fiscal year.
4. AMA will provide the Supervising Mgmt. Analyst a monthly update.
5. AMA will discuss with the Supervising Mgmt. Analyst and DD of WWTD, of any potential problems.