

Currently Ed has the ability to create purchase orders with these limits:

3301	Fuel	\$32,000
3303	Oil	\$5,000
3522	Batteries	\$5,000
3523	Parts	\$5,000
3524	Sublets	\$5,000
3525	Tires	\$2,000

Two years ago tires were in line item 3522 and it was titled "Batteries, Tires and Tubes". Then for some reason tires were separated from batteries and a new line item (3525) was created for tires only. When this new line was created the dollar limit was set at \$2,000 and the limit for 3522 Batteries remained the same at \$5,000. This would seem to be backwards as we spend more money on tires than we do on batteries.

As you know we create blanket PO's for vendors we use frequently and Southern tire mart is one of those vendors. We do not want to encumber too much money at any one time so we look at monthly costs and try and set something reasonable.

Looking at purchases for the last (2) months we spent \$12,534.14 in Feb and \$18,228.21 in Mar. You can see we would need to create (15) \$2,000 PO's to cover those expenses, which is not reasonable. A more reasonable amount would be something like \$5,000 to \$10,000 but this requires that we submit requisitions and wait for them to go thru the PO approval process which is painfully slow.

Given the costs of tires and the frequency with which we purchase tires I am requesting we raise the limit for Ed in the line item for tires (3525) to \$5,000. This would allow us more room to operate without having to wait for the PO approval process and keep our encumbered monies as low as possible.

Thank you for your time,

Randy Rodgers
Director of Fleet Services
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