

**CITY OF SPRINGFIELD  
Authorized Purchaser Form (APF)**

Department/Division:

**INFORMATION**

Name (Last, First): \_\_\_\_\_  
 Employee's ID#: \_\_\_\_\_ Default Fund/Org/ Program: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**APPROVALS**

**PeopleSoft Financials:**  
 Shall this employee be given authority to approve vouchers in PeopleSoft Financials?  
 Limits: \$5,000, \$10,000, \$25,000, \$100,000 (directors/deputy directors only) or \$250,000 (City Mgr./ Asst. City Mgr. only).  
 Yes       No      If yes:      Limit: \_\_\_\_\_

**Works (Bank of America, P-Card):**  
 Shall this employee be given authority to reconcile or approve P-card transactions in Bank of America Works?  
 Reconciler  Yes       No      Approver  Yes       No

**SIGNATURE/PROCUREMENT AUTHORITY**

The above-named employee has the following signature/procurement authority (Check all that apply):  
 Limits: \$5,000, \$10,000, \$25,000, \$50,000, \$100,000 (directors/deputy directors only) or \$250,000 (City Mgr./ Asst. City Mgr. only).  
 If a box is checked with \$0 entered, an employee can enter "no cost" agreements or change orders. If a box is unchecked, an employee cannot enter into binding agreements, other than P-Card purchases if allowed in the P-Card section below.

May act as Department/Division designated Travel Coordinator.  
 May enter into and/or sign binding agreements up to \_\_\_\_\_  
 May authorize amendments to binding agreements up to: \_\_\_\_\_  
 May authorize change orders in the field up to: \_\_\_\_\_  
 Employees hereby acknowledge that the aggregation of all change orders and/or amendments to a given contract shall not exceed the limit or authority as set forth by the Springfield Municipal Code, whether authorized by self or in combination with other City personnel. Additional department requirements and/or restrictions may also apply.

May enter into intergovernmental agreements, grant agreements, or MOUS, up to: \_\_\_\_\_  
 **Does not** have authority to enter into intergovernmental agreements, grant agreements, or MOUS, regardless of the value of the agreement.

**P-CARD**

The above employee shall be issued a City Procurement Card:       Yes       No

Monthly Card Limit: \_\_\_\_\_ Single Transaction Limit: \_\_\_\_\_

Group: \_\_\_\_\_

**Finance Department:**  
 P-Card ordered: \_\_\_\_\_

**This employee's procurement card transactions shall be processed (reconciled) and approved by the following:**

Proxies (Reconciler):	Managers (Approver):
<b>Name (Last, First)</b> 1 <sup>st</sup> : _____ 2 <sup>nd</sup> : _____	<b>Name (Last, First)</b> 1 <sup>st</sup> : _____ 2 <sup>nd</sup> : _____

Finance Department (print name & sign): \_\_\_\_\_ Date: \_\_\_\_\_

Div. or Dept. Director (print name & sign)\*: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (print name & sign): \_\_\_\_\_ Date: \_\_\_\_\_

Employee (print name & sign): \_\_\_\_\_ Date: \_\_\_\_\_

\*Finance Director if for City Manager, City Attorney, or Presiding Judge