

RESOLUTION NO. 104.

A RESOLUTION of the Port Commission of the Port of Seattle establishing rules for the advertising of contracts, purchase of materials and supplies.

BE IT RESOLVED BY THE PORT COMMISSION OF THE PORT OF SEATTLE, as follows:

Section 1. That contracts involving an expenditure of over Five Thousand (\$5,000.00) Dollars be advertised for not less than thirty days in periodicals of general circulation, including at least one Eastern technical journal.

Sec. 2. That contracts and purchases of Five Thousand (\$5,000.00) Dollars and under, except as hereinafter specified, be advertised by publication or by circular letter for not less than ten days.

Sec. 3. That for small purchases not exceeding Five Hundred (\$500.00) Dollars in value, bids may be asked orally (direct or by telephone) with notice sufficient to secure general competition.

Sec. 4. That in case of emergencies, purchases may be made in open market without advertising in sums not exceeding Two Hundred and Fifty (\$250.00) Dollars.

Sec. 5. That minor expenditures, not exceeding Five (\$5.00) Dollars each, may be made by the Auditor and included in an expense voucher in his own name. In every such case receipts shall be taken. This authority is not granted to other employees than the Auditor except in case of emergency or when the Auditor cannot personally attend to the matter.

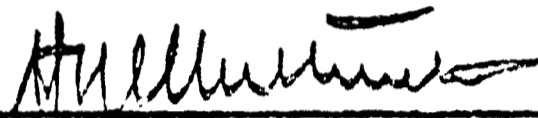
Sec. 6. That employees having occasion to travel on street cars shall procure tickets from the Auditor whenever these can be used, and in cases when cash fare is paid an accurate account shall be kept.

Sec. 7. That vouchers shall show by which of the foregoing methods the expenditures were made.

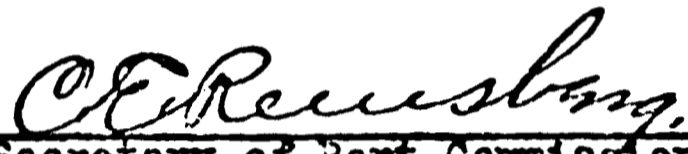
Sec. 8. That receipts must accompany all travel expense vouchers.

Sec. 9. That any departure from the foregoing rules must be by authority of the Port Commission.

ADOPTED by the Port Commission of the Port of Seattle in open session this 17 day of April, 1913, and signed by its proper officers in authentication of its passage on the same day.

  
\_\_\_\_\_  
President of Port Commission of  
the Port of Seattle

ATTEST:

  
\_\_\_\_\_  
Secretary of Port Commission of  
the Port of Seattle.