

**ORDINANCE NO. 1770**

**AN ORDINANCE ADDING PROVISIONS TO MANCHESTER MUNICIPAL CODE  
5-703 REGARDING PURCHASING AUTHORITY**

WHEREAS THE State of Tennessee recently amended its statutes (TCA 12-3-1212) increasing monetary amounts for municipal central purchasing authorities with full-time Purchasing Agents and the Manchester Municipal Code needs updating to reflect those amounts; and

WHEREAS The City of Manchester has now hired a full-time Purchasing Agent; and  
WHEREAS the Board of Mayor and Aldermen believe it in the best interest of the City of Manchester that MMC 5-703 be amended to reflect the increase in authority granted by the State of Tennessee.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the entire MMC 5-703 be amended by deleting the figures "\$1499", "\$2499", and \$4999 wherever they are found, and replacing them with "\$14,999"; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that MMC 5-703(2) be amended by deleting the second paragraph in its entirety, and replacing it with:

"When seeking goods and services exceeding \$14,999 and specific to the department's operation, the department completes the purchase requisition form and submits it, including specifications, with three written quotes from available vendors and other supporting data to the finance department for review. Upon approval by the Mayor, a purchase order will be issued, Goods and services needed for general government or functions shall be processed by the purchasing agent or his/her designee."

and

by deleting the figures "\$1500", "\$2500", and \$5000 wherever they are found, and replacing them with "\$15,000"; and that the figure "\$9,999" be deleted wherever it is found, and replacing it with "\$34,999"; and the word "written" be added between the words "three" and "quotes"; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that MMC 5-703(3) be amended by deleting the second and third paragraphs and replacing it with:

“When seeking goods and services exceeding \$34,999 and specific to the department’s operation, the department completes the purchase requisition form and submits it, including specifications, with three written quotes from available vendors and other supporting data to the finance department for review. Upon approval by the appropriate committee, a purchase order will be issued, Goods and services needed for general government or functions shall be processed by the purchasing agent or his/her designee.”

and


by deleting the figure “\$9,999” wherever it is found, and replacing it with “\$34,999”; and by deleting the figure “\$10,000” wherever it is found, and replacing it with “\$35,000”; and that the figure “\$24,999” be deleted wherever it is found, and replacing it with “\$49,999”; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that MMC 5-703(4) be amended by deleting the figure “\$35,000” wherever it is found, and replacing it with “\$50,000”; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: \_\_\_\_\_ March 3 \_\_\_\_\_, 2026

PASSED SECOND AND FINAL READING: \_\_\_\_\_ April 7 \_\_\_\_\_, 2026

  
Anthony Burdows, Finance Director

  
Joey Hobbs, Mayor