



City of Boynton Beach Agenda Item Request Form

Meeting Date: 05/20/2025

Accept report of purchases over \$10,000 up to \$50,000 from August 2024 to May 2025; staff will publish these reports on the City's website moving forward.

Requested Action:

Accept the written report to the Commission for purchases over \$10,000 to \$50,000 from August 2024 to May 2025.

Explanation of Request: Staff would like to sincerely apologize to the City Commission for the unintentional lapse in publishing the monthly purchase order report since August 2024. This oversight occurred during the absence of the previous Division Director and leadership transition within the division and was not reflective of the City's commitment to transparency and accountability. We recognize the importance of consistently reporting to the Commission and the public.

In alignment with the City's continued commitment to transparency and public accountability, Staff is providing the City Commission with the attached report of all purchase orders exceeding \$10,000.

Beginning June 2025, the Procurement Division will implement a new transparency measure by publishing all purchase orders, including blanket purchase orders, which were previously not included, on the City's website at the end of each month. This effort is intended to enhance public visibility into procurement activities, support fiscal transparency, and strengthen public trust in the City's financial operations.

After all the purchase orders are on the City's website, the need for this report will be negated.

How will this affect city programs or services? Ordinance No.01-66, Chapter 2, Section 2-56.1 assists departments in the timely procurement of commodities, services, and personal property. Administrative controls are in place with the development of a special processing form titled "Request for Purchases over \$10,000," and each purchase request is reviewed and approved by the Department Director, Finance Department, and City Manager, or designee.

Budgeted Item: Yes

Account Line Item and Description: N/A

Fiscal Impact: N/A

Attachments:

[Purchase Orders - Aug 2024 - May 2025.pdf](#)