



1 North San Antonio Road
Los Altos, California 94022-3087

M E M O R A N D U M

DATE: July 12, 2016
TO: City Council
FROM: Christopher Jordan, Interim City Manager
SUBJECT: **CITY MANAGER – APPROVED PURCHASED BETWEEN \$50,000 AND \$75,000 FOR THE PERIOD APRIL 1 – JUNE 30, 2016**

The City Manager's signature authority for one-time purchases is up to \$75,000. Council requested quarterly updates from the City Manager regarding additional expenditures over \$50,000.

During the period April 1 to June 30, 2016, there are no new purchases to report.