

effect as convenient and shall hold office until the first Monday in October, 1927, and until his successor is duly qualified.

The City Purchasing Agent shall be a person with broad and thorough experience in purchasing, and shall be of known ability as an executive and in the field of purchasing.

The City Purchasing Agent shall be paid such salary as may be provided in the Ordinance of Estimates. He shall appoint, from lists furnished by the City Service Commission, such assistants, aides, clerks and other help as may be necessary for the proper conduct of the Bureau. The compensation of all such appointees shall be subject to approval by the Board of Estimates and shall be paid as provided in the Ordinance of Estimates.

Materials and supplies of every kind, character and description, including stationery and printed matter, needed or used by the several departments, boards, commissions, officers or other agencies of the municipal government (hereinafter designated as using authorities) shall, from and after the passage of this ordinance, be purchased by the General Purchasing Bureau.

In making purchases, the Central Purchasing Bureau shall observe the provisions of Sections 14 and 15 of the Baltimore City Charter.

It shall be the duty of the Bureau, subject to the approval of the Board of Awards, to prescribe rules and regulations providing for the times when and the manner and form in which estimates of the needs of using authorities shall be submitted, requisitions made and contracts entered into.

Whenever possible the Bureau shall formulate and make effective, subject to the approval of the Board of Awards, standards of materials and supplies used by the using authorities.

It shall be the duty of the Bureau to formulate and make effective plans under which materials and supplies shall be purchased in quantities sufficient for the needs and uses of all the using authorities. Whenever possible, estimates for materials and supplies furnished by the using authorities shall be combined, and contracts awarded under competitive bidding. It shall be the duty of the using authorities, the Comptroller and the City Purchasing Agent to co-operate to the end that the municipal government may obtain the advantages offered by cash discounts. Unless otherwise herein provided, the Comptroller shall not pay any bill or voucher for any materials or supplies unless the bill or voucher shall be first approved by the City Purchasing Agent, and also by the General Storekeeper or the using authority, as may be determined.

Patented articles or any other material, supply or thing costing more than \$500, and for which there can be no competitive bidding, shall be purchased by the City Purchasing Agent as directed by the using authority, subject to the approval of the Board of Estimates.

Nothing in this ordinance shall be construed to apply to contracts for construction work of any kind; nor be construed to apply to the purchase of foodstuffs or other perishables for the Baltimore City Jail, the Balti-