

Whenever possible the Department shall formulate and make effective, subject to the approval of the Mayor and Council, standards of materials and supplies used by the using authorities.

319C. It shall be the duty of the Department 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 City Treasurer and the City Purchasing Agent to cooperate to the end that the municipal government may obtain the advantages offered by cash discounts. Unless otherwise herein provided, the City Treasurer 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 Finance Committee of the City Council, or the using authority, as may be determined.

Patented articles or any other material, supply or thing costing more than Five Hundred (\$500) Dollars, 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 Mayor and Council.

319D. The Central Purchasing Department shall make an annual report of its work to the Mayor and Council, together with such recommendations as may seem advisable. The report shall give in detail, information relating to the purchases made for the using authorities.

319E. All the rights, powers, duties, obligations and functions relating to the purchases of materials and supplies, shall be and are hereby transferred to and hereafter shall be exercised and performed by the Central Purchasing Department.

The office or position of City Purchasing Agent heretofore established by the Mayor and Council, shall be and the same is hereby abolished, and shall be deemed to be succeeded by the Central Purchasing Department created under the provisions of this Act, on June 1, 1939. All the records, documents, papers, supplies, equipment and all other property of any kind whatsoever in the custody or control of said City Purchasing Agent shall be delivered to and vest in the Central Purchasing Department.

The City Purchasing Agent shall designate one of the employees in the Department to act for him, and to approve requisitions, contracts and vouchers, in case of the temporary