



## LETTER TO THE COMMISSION

**LTC No: 26-142**

**TO:** Honorable Mayor and Members of the Fort Lauderdale City Commission  
**FROM:** Rickelle Williams, City Manager *RW*  
**DATE:** May 15, 2026  
**SUBJECT: Enhancements to the Automated Purchasing System Requisition Approval Workflow**

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The purpose of this Letter to the Commission (LTC) is to inform the City Commission of a new enhancement to the automated purchasing system's requisition approval process. This improvement reflects the City's ongoing commitment to strengthening internal controls, increasing transparency, and ensuring careful stewardship of City resources.

The electronic purchase requisition approval workflow is an internal authorization process used to submit a formal purchase request before the procurement is officially processed. This workflow serves as a critical internal fiscal control to prevent unauthorized spending, verify budget alignment, and maintain clear accountability.

The new approval structure establishes thresholds for review at key leadership levels:

- Department Director - Required for all requisitions over \$100,000;
- Deputy/Assistant City Manager - Required for requisitions over \$250,000; and
- City Manager - Required for requisitions over \$1,000,000.

The new process applies to all requisitions entered after May 10, 2026, while existing requisitions entered before this date will continue through the prior workflow to allow the City to move forward without disrupting procurements already in progress. In preparation for this transition, department directors received training on the approval process, system functionality, and key items to consider during their review.

For additional information, please contact Yvette Matthews, Assistant City Manager, at [ymatthews@fortlauderdale.gov](mailto:ymatthews@fortlauderdale.gov) or 954-828-6103.

c: Shari L. McCartney, City Attorney  
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