



Housing Kitsap Board of Commissioners

Consent Agenda Item

MEETING DATE: March 24, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Update Purchasing Authorization Matrix

AGENDA ITEM: 4. F.

SUBMITTED BY: Laura Auerbach, Director of Procurement & Administration

The previous Purchasing Authorization Matrix was approved in February 2025.

The Matrix is being updated to:

- Substantiate Authority Delegation as per Resolution 2025-21 approved July 24, 2025
- Clarify Self-Help specific contract authority
- Adjust signing authority limits by job title and responsibilities

Recommended Action: Approve

HOUSING KITSAP BOARD OF COMMISSIONERS

By: Clarence Moriwaki

Clarence Moriwaki, Chair

ATTEST: Heather Blough

Heather Blough, Executive Director