

City of Marianna



Purchasing Policy and Procedures Manual

Updated and approved by the City Commission with an effective date of

PURCHASING POLICY

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SECTION 1: INTRODUCTION

A. INTRODUCTION

- (1) The City of Marianna is required to purchase goods and services which are necessary for the operation and maintenance of city government. This Policies & Procedures Manual provides the guidelines and instructions to ensure that:
- (2) The purchase of goods and services will follow sound financial management practices, utilizes techniques and processes that ensure that those goods and services are obtained at the best quality and lowest prices and which meet the requirements of the city.
- (3) The purchase of goods and services will follow all applicable State Statutes, and
- (4) When competitive bidding is required, fair and open competitive practices will be employed to ensure that all parties that are interested in earning city business will be given the opportunity to do so.
- (5) This Policies & Procedures Manual shall be constrained by and supported by the City's Code of Ordinances, Division 2. Purchasing. This Manual is a living document which will change in response to changes in Florida Statutes, the City's Code of Ordinances, the Administrative Policy, administrative direction and the growth and development of the staff's professional skills. This Manual is subject to revision control and approval of revision changes by management.

B. DEPARTMENT RESPONSIBILITIES

The Office of Accounting and Finance is a service department that serves a sole and central facilitator for the procurement of materials, supplies, equipment, professional, technical, and contractual services. The department also serves a control function to ensure that all the laws, rules and regulations concerning the purchase and disposal of goods and services are obeyed and that all transactions are carried out under the highest ethical standards.

C. ETHICS

City employees are held to the highest standard of conduct in the performance of their duties and shall conduct themselves so as to avoid even the appearance of impropriety in the planning and execution of purchase requirements. All employees shall adhere to the standards of ethical conduct as listed in the city's personnel manual and other applicable policies and laws.

No procurement activity or contract will be executed by the city which was obtained as a result of violations of F.S. Chapter 112 regarding:

- (1) Conflicts of interest.
- (2) Kickbacks.
- (3) Solicitation of procurement by payment of gratuity or employment.

- (4) Acceptance of a gratuity or offer of employment resulting from solicitation of procurement.
- (5) Any other improper or unlawful attempt to influence the outcome of procurement.

A city employee who violates this provision is subject to discipline, including immediate termination.

Employee conflict of interest. It is unethical for any city employee to participate directly or indirectly in a procurement contract when the city employee knows that:

- (1) The city employee or any member of the city employee's immediate family has a financial interest pertaining to the procurement contract; or
- (2) Any other person, business, or organization with whom the city employee or any member of the city employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

D. SUNSHINE LAW

All purchasing and acquisitions activities take place in the open and are subject to Florida Statute Chapter 119. However, Florida Statute 119.71 (b) 1.a. as amended by HB 7223; states that Sealed bids or proposals received by an agency pursuant to invitations to bid or requests for proposals are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of a decision or intended decision pursuant to s. 120.57(3)(a) or within 30 days after bid or proposal opening, whichever is earlier."

SECTION 2: GENERAL GUIDELINES

A. PURCHASING AGENT

Under provisions of the City Code, the City Manager is the purchasing agent for the City. He/she may in his/her discretion delegate some or all of his/her authority, except authority to make the final decision, to any City employee or employees.

The Purchasing designee shall have the authority to do as follows:

- (1) Purchase or lease or contract for the purchase or lease of commodities required for or by the City.
- (2) Negotiate and recommend execution of contracts for the purpose of commodities.
- (3) Act to procure for the City the needed quality in commodities at least expense.
- (4) Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases.
- (5) Prepare revisions and amendments to the purchasing regulations and recommend to the City Commission.
- (6) Prepare rules governing the purchase of commodities for the City.

- (7) Keep informed of current developments in the field of purchasing, prices, market conditions and new products.
- (8) Prescribe and maintain such forms as reasonably necessary to the operation of this chapter and other rules and regulations.
- (9) Supervise the inspection of all supplies and equipment between departments as needed.
- (10) Recommend the transfer of supplies, unused supplies and equipment between departments as needed.
- (11) Maintain bidders' lists, vendors catalog file and records needed for the efficient operation of the Office of Finance and Accounting.
- (12) Conduct all sales of personal property which City Commission may authorize to be sold as having become unnecessary or unfit for the City's use.

B. PURCHASING REQUESTS AND ORDERS

Departments shall submit requests to purchase commodities to the Purchasing section, or his/her representative, on purchase requisition forms or by other means as may be prescribed by the Office of Accounting and Finance. The Department Head's signature, or the signature of his/her designated representative, on the requisition indicates that the requisition has been coordinated and approved within that department or other department(s) as necessary; that the quantities, item descriptions and specifications describe the minimum needs of that departments; and that the Purchasing Section representative is authorized to acquire the commodities.

Purchases of commodities shall be made only by purchase order. Except as otherwise provided in this manual no purchase order shall be issued unless appropriate purchasing procedures have been followed.

C. PURCHASING THRESHOLDS

The city strives to obtain the best quality of goods and services at the best price. The level of effort that is to be exerted to obtain the best quality and best price is directly proportional to the cost of that product. The higher the cost, the more effort should be made.

Procurement is based on that principal. To administering these guidelines, threshold levels have been established that clearly define that level of effort.

Purchases up to \$3,000. up to \$500 competitive pricing is not mandated. Over \$500 will require proof of competitive pricing and department head approval. If no competitive pricing is available, the department head will need to state such and approve the purchase. For transactions over \$3,000, City Manager approval is required.

Purchases between \$3,000 and \$10,000. Proof of competition is required. Three quotes or proof of competition must be attached to the purchase requisition. If the item or

service is being purchased under a City contract or by piggy-backing an active contract or utilizing a State contract, that information must be indicated in the requisition. City Manager approval is required however, Commission approval is not required.

Purchases over \$10,000. Purchases, where the total from any vendor exceeds \$10,000, must be publicly advertised and competitively selected unless that item is being purchased under a City Contract, piggy-backing an active contract issued by the State or other municipal government or when the item is specifically exempted from competitive bidding by ordinance. Commission approval is required.

D. SIGNATURE AUTHORIZATION LEVELS

All purchase requisitions must be approved by the department Director. Each department has alternate approved individuals who may approve in the absence of the Director.

All purchase requisitions: must be approved by the Accounting and Finance Department.

Purchase requisitions \$3,000 to \$10,000: in addition to the department Director, the Accounting and Finance Department designee, must be approved by the City Manager.

Purchase requisitions \$10,000 or greater: The City Manager must have authorization from City Commission to approve purchase requisitions or contracts over \$10,000.

E. DELEGATION OF AUTHORITY

The City Manager may delegate rights, powers, and authority vested in him or her through the Procurement Administrative Codes to subordinate Procurement Department employees, or other City staff, when deemed necessary by the City Manager provided such staff shall comply with all applicable laws, rules and procedures established by the City.

F. UNAUTHORIZED PURCHASES

- (1) Except as provided in this manual, it shall be unlawful for any city employee to order the purchase of any materials, supplies, equipment professional or contractual services or to make any contract within the purview of this manual with a value greater than \$3,000.00 other than through the Office of Accounting and Finance or City Manager. Any purchase order or contract made contrary to the provisions in this manual shall not be approved, and the city shall not be bound thereby.
- (2) This section shall not apply to any emergency purchase which is subsequently approved by the City Manager upon justification by the originating department.
- (3) No contract or purchase shall be subdivided to avoid the requirements of this manual, either because of stated thresholds or purchasing methods.

G. SOLE SOURCE PURCHASES

In addition to the definition of a sole source part, a sole source part may be one that falls under the standardized part classification and has only one possible source for that part. Some manufacturers have territorial distributors and those distributors cannot sell outside of their assigned area. If this is the case, a copy of the distributor's sole source letter should be attached to the purchase requisition. Given the very large number of purchase orders processed, it is not expected that purchasing personnel will remember what items are sole sourced. Each requisition must stand on its own and shall not simply reference a previous purchase.

H. STANDARDIZED PRODUCT PURCHASES

Ordinance identifies standardized products as being exempt from the competitive purchasing requirements. However, many standardized products are available from multiple sources. If this is the case, the normal competitive procurement rules apply.

I. BRAND NAMES

If a required item is not identified as a standardized part by the requesting department and that item, by policy must be publicly advertised, and that requirement can be satisfied by more than one manufacturer's product, the request for bid should not specify brand and the specifications should not be written such that only one brand can satisfy all specifications.

Likewise, if the request for bid or proposal is for a construction project and the materials list specifies certain parts, those parts must not be identified by part number or brand name unless they have been documented as standardized items or as being proprietary with no other acceptable product being available. If they have not, brand names and part numbers can only be listed if the following words are included: "or approved equal".

SECTION 3: PURCHASING METHODS

A. GENERAL

Purchasing requirements may not be separated solely for the purpose of avoiding formal contract procedures or to dictate any preferred method of acquisition. The aggregate of all purchases to complete a project will dictate the purchasing method to be used.

Per the ordinance, "When smaller purchases are a part (segment) of a system, process, structure, facility, and/or project, the total cost of the system, etc. will determine the controlling purchasing method and procedure.

B. SMALL PURCHASES - UNDER \$10,000

Small purchases are defined as the procurement of goods and services which do not exceed \$10,000. The level of effort expected and the documentation of the effort used to ensure that the price received is fair and reasonable is in direct proportion to the cost of the good or service.

The requesting department is responsible for performing and documenting the required level of competitive shopping and for confirming that there are enough unencumbered funds in the budget in the budget for the purpose.

Purchases under \$3,000 do not require that proof of competitive shopping was performed but it is encouraged.

C. LARGE PURCHASES – OVER \$10,000

A request is submitted to Office of Accounting and Finance for the procurement of the good or service, a project manager's worksheet is prepared, and project/item specifications and plans are submitted.

The requesting department must have confirmed that enough unencumbered funds are available and that the City Manager is aware of the department's intent to proceed with the procurement of the item or service **prior** to submitting the information to purchasing.

The method of procurement will be determined by Office of Accounting and Finance. The standard procurement methods are as follow:

Bidding process

- (1) *Invitation to Bid (ITB)*: ITBs are used for projects exceeding \$10,000 when the specifications for the product or services can be clearly defined and there is little or no leeway in the interpretation of the requirement. Care must be taken to not create a specification that only one vendor can meet. The lowest price from a qualified bidder would be the basis for award.
- (2) *Published Notice*: Notice shall be published at least twice in a newspaper of general circulation within the City. Publications date shall allow adequate time for prospective suppliers to prepare bids. In general, second publication shall be seven (7) calendar days after the first notice has been published and a minimum of five (5) work days before bid opening.
- (3) *Bidders List*: Sealed bids shall also be solicited from responsible prospective suppliers whose names are on the bidders list or who have made written request that their names be added thereto.
- (4) *Public Availability*: A copy of the invitation for bid shall be made available for public inspection at the Office of Accounting and Finance.
- (5) *Bidder Security*: When deemed necessary by the Office of Accounting and Finance, bidders security may be prescribed in the public notices inviting bids. Bidders shall be entitled to return of bid security, provided that a successful bidder shall forfeit his/her bid security upon his/her refusal or failure to execute the contract within ten (10) days after the notice of award of contract has been mailed, unless in the latter event the City is solely responsible for the delay in executing the contract. The City Commission may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest bidder. The lowest bidder's security shall be applied by the City to the contract price differential between the lowest bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

- (6) *Pre-Opening Modification or Withdrawal*: Bids may be modified or withdrawn by written notice received in the Office of Accounting and Finance prior to the time and date set for bid opening. All documents relating to the modification or withdrawal of bids shall be made a part of the appropriate procurement file.
- (7) *Late Bids*: Any bid received after the time and date set for receipt of bids is late. No late bid, modification or withdrawal shall be considered unless received before bid opening or the time delay is due to action or inaction of City personnel directly serving the procurement activity.
- (8) *Bid Opening Procedure*: Sealed written bids shall be returned to the City and identified as "bids" referencing the bid number on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be made available to the public.
- (9) *City Commission*: Agenda items requesting Commission approval of the selected vendor shall be prepared by the requesting department or the City Manager's office
- (10) *Award of Contracts*: Except as otherwise provided in this policy, manual contracts will be awarded to the lowest responsive bidder.
- (11) *Publicizing Awards*: After a contract is accepted, notice of award shall be posted in the Office of Finance and Accounting and each bidder who did not successfully win the contract will be notified.

Determination of an irresponsible bidder

A bidder may be found to be irresponsible (not the same as debaring) and his/her bid may be rejected if it is determined following a hearing conducted by the Office of Accounting and Finance that any of the following circumstances exist.

- (1) That a bid submitted by the bidder did not strictly conform to the required bid specifications; provided, however, the City shall have the authority to waive inconsequential deviations from the specifications where a change does not occur resulting in an increase in price to the City.
- (2) That a bidder has demonstrated through documented past performance in the industry or through prior dealings with the City that he/she is unable to satisfactorily meet the responsibilities required of a successful low bidder.
- (3) That bidder's product has been demonstrated through documented past performance in the industry or through prior use by the City to be incapable of satisfactorily meeting the accepted demands to be placed upon the product.
- (4) If a bidder is found irresponsible his/her bid will be rejected.

Bidding exceptions

Emergency Procurement: are purchases made in response to a need when the delay incidental to compliance with all governing rules, regulations, and/or procedures would be detrimental to the life, health, welfare, safety or convenience of the city and/or its residents. The necessity for the procurement of goods and services as the result of an emergency situation does occur. While non-competitive purchasing may be justified in these circumstances, there is a level of documentation that is required to be processed to enable finance to process the invoices and to provide management insight and ultimate approval.

Sole Source: Commodities are available only from a single source after determination by the Office of Accounting and Finance upon review of written summary of facts from the Department Head requesting the purchase.

Other Government Entity: It is to the advantage of the City to purchase commodities in cooperation with another governmental entity or to purchase commodities from contracts previously awarded to other governmental entities.

Impossible or Impractical: The purchasing designee determines that the nature of the commodity is such that competitive bidding is impossible, impractical, or cannot be obtained.

Request for proposal process (RFP)

The RFP (request for proposals) is used when the scope of work, specifications, or contractual terms and conditions cannot be well defined.

Proposals are different than sealed bids in that the product or service will not be identical between proposers and as such a direct comparison of price would be largely meaningless. Furthermore, the use of proposals lends itself to negotiation between the city and the proposer on price, product or service, or both. Therefore, there is no public opening of proposals.

The receipt of proposals shall be handled in such a manner that neither the identity of the proposers nor the details of the proposal are revealed to competing offerors during the process of negotiation. A log of proposals shall be maintained which will contain the name of each offeror, the original proposal amount, the number of modifications received, if any, and a description sufficient to identify the item offered. The log shall be open for public access only after contract award.

Award may be made:

- (1) without negotiation
- (2) with negotiation
- (3) following discussion

The contract may be awarded to the offeror (contractor) whose proposal offers the best value to the city.

Request for qualifications process (RFQ)

RFQs are primarily used to obtain professional services. The intent is to choose the vendor based on qualifications rather than price alone. The method of the procurement of professional services is governed by state statute 287.055, the Consultants' Competitive Negotiation Act.

Firms to provide professional services are typically chosen by the use of a Request for Qualifications (RFQ) process. The intent is to choose firms based on their qualifications to provide the service rather than price. For engineering, surveying, architectural and landscape architecture services, Florida State Statute 287.055, the Consultant's Competitive Negotiation Act, prohibits an agency from considering cost or billing rates in the selection of a firm.

Statements of Qualifications are solicited publicly and received on a set date and time. A team or committee of people qualified to judge the qualifications of firms in that discipline is chosen to review the submitted statements of qualifications. Based on previously defined categories with previously assigned points, the committee scores each submittal, the designee rolls up all those scores and firms are ranked by score. If this is a continuing contract, there may be multiple firms chosen to be offered contracts. Award of contract is done by City Commission. Only after award is the billing rate requested.

Per state Statute, Sec. 287.055(g) a "continuing contract" is a contract for professional services entered into in accordance, and/or as may be amended within statute guidelines with all the provisions of the act and which can be used for multiple projects where the construction cost of each project does not exceed \$2 million or \$200,000 for a study.

Cooperative purchasing & piggy-backing

Competitive pricing can usually be assured when using cooperative purchasing agreements which were solicited through the ITB/RFP process. Likewise, contracts or purchasing agreements that were obtained through competitive purchasing methods by state, county or municipal purchasing organizations can be used by the city in place of issuing its own ITBs or RFPs. The final decision as to whether or not the city can piggy-back a contract rests with the City Manager.

There are generally two ways of finding piggy back opportunities:

- (1) Internet search for ITBs for the specific item or service, contacting the issuing agency or the winning bidder to get copies of the bid and contract. Usually, the winning firm is glad to extend that contract. If there are issues such as delivery distance for large materials, there may have to be an adjustment to the price to compensate for the difference in delivery costs.
- (2) If the requesting staff knows what product or service it needs and who the vendors are, an inquiry can be made to those vendors as to whether or not they have current contracts in place. If they do, they will usually be glad to provide that information and by letter agree to extend the same pricing and terms based on that contract.

Contract through negotiation

Negotiation is a process of contracting through the use of either competitive or other-than-competitive proposals and discussions. Negotiation is a procedure that may include the receipt of sealed proposals from offerors, permits bargaining, and may afford offerors an opportunity to revise their offers before award of a contract. Award may be made on a basis other than the lowest price. Negotiation is the preferred method of contracting when specifications or statements of work may not be definitive and may allow for variation in providing the products or services.

Public meetings

All bid openings and scoring committee meetings are to be held in a public forum.

An exception to the requirement for public meetings is allowed under state statute 286.0113, that deals with oral presentations by the potential vendors.

If presentations are being made by submitting firms as part of the selection process, you may prohibit competing firms from being present during those presentations. However, make complete recordings of exempt meetings and release those recordings as per above.

Any financial statement that is required from a prospective bidder is exempt from disclosure.

Rejection of bids, proposals or statements of qualifications

The City is able to reject or disqualify any bids, proposals or statements of qualifications, or portions of them, as best serves the interest of the city. A rejection may be issued if:

- (1) They are nonresponsive. This primarily refers to the submittal of all specified forms, an obvious misunderstanding of a requirement or scope of work or caveats to the terms or specification of the bid.
- (2) They are materially higher than expected. All projects have a maximum budget. If all the bids are higher than budget, they may all be rejected and the project cancelled, re-engineered or reissued at a later date when sufficient funds are available.
- (3) Errors in specifications may have caused confusion. Such errors may result in portions in the bid being much higher or lower than the engineer's opinion of cost, or the error may manifest itself by wildly divergent costs between bidders in a single or multiple category of costs.
- (4) Sufficient funds are not available. If the budget for the project has been decreased, all bid might be rejected and the project shelved.
- (5) The item or service is no longer needed.

- (6) There is a lack of competition. The bid process is designed to competitively determine what a fair or reasonable cost should be. If only one bid is received, the city cannot declare that the price is fair and reasonable.
- (7) The item or service can be provided in-house. This may be the result of the prices received and/ or the new availability of in-house skills.
- (8) The bidder does not qualify under state or federal law. The bidder may be disqualified if he or she fails to provide the required licensing, certifications or has been listed by the state or federal government as being debarred or prohibited from bidding on state or federal work because of legal issues.
- (9) The bidder is not in compliance with city ordinances or other state/federal laws.
- (10) The bidder does not appear to have the expertise, financial capability or other ability to meet the requirements of the contract to be awarded, or is otherwise shown not to be responsible. The City will not accept bids from firms deemed not responsible, which includes being behind schedule in a current project or has had liquidated damages applied in the prior five years.

SECTION 4: CONFLICT OF INTEREST

A. GENERAL

Employees engaged in the purchasing function are expected to be free of interests or relationships which are actually or potentially inimical or detrimental to the best interests of the City and shall not engage or participate in any commercial transaction involving a company, its affiliates, divisions or subsidiaries in which they have a significant undisclosed financial interest.

Any employee engaged in purchasing who has assumed or is about to assume a financial or other outside business relationship that might involve a conflict of interest must immediately inform his/her supervisor of the circumstances involved. This information is to be reviewed at an appropriate level for decision on whether a conflict of interest is present and if so what course of action is to be taken.

In this connection a conflict of interest exists where an employee:

- (1) Has an outside interest that materially encroaches on time or attention which should be devoted to the affairs of the City.

- (2) Has a direct or indirect interest in or relationship with an outside vendor that is inherently unethical or that might be implied or construed to be or make possible personal gain due to the employee's ability to influence dealings render the employee partial toward the outsider for personal reasons or otherwise inhibit the impartiality of the employee's business judgment; place the employee or the City in an equivocal, embarrassing or ethically questionable position; or reflect on the integrity of the City.
- (3) Takes personal advantage of an opportunity that properly belongs to the City.
- (4) Uses City property without approval.
- (5) Buys or sells stock or other property of value at a time when the employee has "inside" information as a result of his/her position or job within the City.

SECTION 5: PURCHASE REQUISITION INSTRUCTIONS

A. PREPARATION STEPS

- (1) *Timing*: Purchase requisitions should be prepared sufficiently in advance of the need, and scheduled on the basis that you allow the Purchasing Office time to secure competition and place the order, and the vendor time to deliver. Failure to do so may create an emergency, cause an undue amount of expediting, and the material may not be on hand when needed.
- (2) *Responsibility*: The department head, supervisor, or duly authorized person, authorizes, prepares, and signs the purchase requisition. If the department obtains telephone or online quotes, this information should be entered on the "Purchase Order Request" form. (See page 18)
- (3) *Date*: Enter the date the telephone/online quotes were obtained.
- (4) *Item*: Indicate the item number (from the purchase requisition) for which the telephone quote was obtained. Additionally, enter the name of the item.
- (5) *Quantity & description*: Indicate the quantity of the item for which the quote was obtained. Additionally, include a description of item specifics.
- (6) *Company section*: Three sections are included on the form for the telephone quote information you receive:
 - a. Company- indicate the company name.
 - b. Phone Number - indicate the company's phone number.
 - c. City - indicate the city in which the company is located.
 - d. Salesperson - indicate the person to whom you spoke
 - e. Price - indicate the price information given to you by the salesperson.

- f. Terms - indicate the payment terms information given to you by salesperson.
- g. Shipping - indicate the shipping information (method) given to you by the salesperson.

- a. Delivery - indicate FOB information and shipping cost information given to you by the salesperson.
- b. Prices received by: The signature of the person who received the telephone quotations should appear on this line.

(7) The original copy of the form is forwarded to the Purchasing Office with the purchasing requisition. The second copy is retained by the requisitioning department along with its copy of the purchase requisition.

(8) Preparation of purchase requisition: Properly prepared purchase requisition should contain the following information (See sample form at the end of this chapter).

- a. *Department*: Fill in the name of the using department and division and all numbers assigned to fund, the department and contained on the statement of expenditures verses budget appropriations issued by Accounting and Finance.
- b. *Date prepared*: Insert the date the initiating request is made.
- c. *Person responsible*: The name of the individual requesting material is inserted in this space.
- d. *Phone number*: List telephone/extension number of contact initiating request.
- e. *Recommended vendor*: If possible, refer the Purchasing Office to a particular vendor(s) and last purchase order number for product purchased in the past and proven satisfactory. Any suggested vendor(s) will be given full consideration by the Purchasing Office. Include the name of any vendor who has assisted in formulating the specifications.
- f. *Expense code*: Each department is provided with a list of codes for each of its sub-activities. Refer to this listing or, if necessary, request assistance from Accounting and Finance and assign the proper number.
- g. *Approved by*: The authorized person signing the purchase requisition certifies that the articles or services are necessary and that funds for these items have been provided in the current budget.
- h. *Date services/materials needed*: Insert the date by which delivery is to be made. Such substitutes as "Rush," "As Soon As Possible," and "Now" are not acceptable. If the material has already been received (e.g., if it was purchased as an emergency item such as a water heater or vehicle part), enter "RECEIVED" in this space. If the material was purchased as an emergency item, complete page 4 of the purchase requisition with the justification.
- i. *Item number*: Designate each item numerically or by catalog stock number.
- j. *Quantity and unit of measure*: Insert the quantity required. Follow with an abbreviation of order unit, such as inch, dozen, lineal feet; board feet, etc. Consider full packaging for volume pricing, if feasible. Determine if quantity is sufficient to maintain continuity of operation. Purchasing Office reserves the right to revise quantities to affect economies where it will best serve the interest of the City.
- k. *Equipment, supplies or services required*- In describing the material or equipment, give a clear and concise description of what is wanted. State size, color, weight, material, type, and grade. Enclose descriptive literature of product desired, if available. If the purchase requires formal bidding or complex detailed specifications, you should provide the necessary technical assistance as may be required in developing the specifications. For difficult-to-describe items, it is helpful to submit a sample, photograph, or manufacturer's specifications or consult with Purchasing for guidance. Do not prepare a Purchase Requisition which contains "restrictive"

specifications which severely limit the bidding. Specifications should not reflect personal preference or favoritism) In some instances, detailed technical specifications will be determined by a specially designated committee.

- l. *Delivery instructions:* Give clear instructions. Indicate department and/or division where delivery is to be made with complete address.
- m. *Part C:* Enter any special instructions for the Purchasing office in this section. If this is a requisition that confirms a telephone purchase order and/or confirms commodities already received, enter invoice and/or sales number together with the word "CONFIRMING."

QUOTATION COMPLETION REQUIRES VENDOR CONTACT FOR QUOTE.

(1) Quotes should include:

- a. *Unit price:* If the last price is known to department, insert in unit price column with notation "previous price" showing, - last purchase order number and date of order. If price is unknown, estimate the unit price with notation "estimated cost." Unit price indicated should be based on unit reflected under "Order Unit" or requisition.
- b. *Total:* Total cost of all items.
- c. *F.O.B.:* Point Write in the FOB point quoted by vendor.
- d. *Proposed delivery date:* Write in the delivery date quoted by the vendor.
- e. *Payment terms:* Show cash terms. Confirm with vendor cash terms for prompt payment at the time quotations are requested. Include cash terms of contract as shown.
- f. *Quoted by:* Write in the name and title of the vendor representative who made the price quote.
- g. *Telephone number:* Include the phone number of the person who made the quote.
- h. *Quote expiration:* Indicate the quote expiration date.

(2) As stated prior, the exceptions to the bidding process include:

- a. Emergency requirement. Department Head to prepare and submit written summary of facts demonstrating existence of the emergency. Examples of emergency requirements include water heater replacements and vehicle parts needed immediately, but even on these items it is usually possible to obtain telephone quotes.
- b. Sole Source. Department Director to prepare and submit written summary of facts substantiating sole source purchase.
- c. Commodity available on Federal, State, County or other government entity contract.
- d. Professional services procured under authority of Sec. 287.055 Florida Statutes.
- e. Impractical to solicit competitive bids. Variables affecting this decision include product compatibility and timeliness. The department will indicate the appropriate exception and submit a written justification in the space provided for items 1, 2, and 5. The form must be signed by the department head and dated.

When routing the requisition, forward copies to the Purchasing Section. The Purchasing Section will complete the requisition by indicating vendor selected, prices to be paid, and furnish necessary information required to finalize the subsequent purchase order.

(3) Requisitions for Capital Outlay. A capital outlay item is any non-consumable item with a normal expected life of one year or more with a minimum value of \$500.00 (this dollar value is subject to change).

- (4) Trade-in or Replacements. All requisitions covering replacements of autos, trucks, road machinery, etc., must show the vehicle number of the equipment to be traded or sold. All requisitions covering the replacement of equipment, other than the above must show the equipment number, serial number, or make number. In all cases, indicate City property inventory number when releasing equipment, sold or traded, complete the Property Disposition Form following its instructions. In turn, manually update the inventory list maintained within the department.
- (5) General Information. The Purchasing Office shall have the authority to revise requisitions and estimates as to quantity, quality, or estimated cost; but revision as to quality shall be in accordance with the standards and specifications established.

SECTION 6: REGULAR PURCHASE ORDER

A. GENERAL

- (1) Regular purchase orders shall be issued only upon requisition signed by department heads, supervisors, or authorized personnel. If the estimated total price of the purchase order is \$10,000 or more, City Commission approval is required. The department must request an agenda item for Commission action after bids have been opened and evaluated. Only after form approval by City Commission will the purchase order be issued. The City Commission agenda item number and date of action should be indicated on the purchase order. If the total of the purchase is \$3,000.00 or over, state regulations require that "Sworn Statement Under Section 287.122(3)(A), Florida Statutes, on Public Entity Crimes" must be completed and returned to the Purchasing Office before the purchase order can be issued. A copy of this form is included in Chapter 19, RFPs. The signature(s) of the company official(s) must be notarized.
- (2) The Public Works Department only shall issue purchase orders. All requisitions shall be filed with the Purchasing Agent.
- (3) Completing a purchase order:

NOTE: PURCHASE ORDERS ARE COMPLETED ONLY BY THE Public Works Department.

- a. Purchase Order Number - This number is issued sequentially by the Public Works Department. It is noted in the purchase order log maintained on the computer.
- b. P.O. Date – This is the date the purchase order is issued.
- c. Vendor Name/FEID Number - Indicate the vendor name and address and Federal Identification Number in this space.
- d. Ship To - Indicate the actual address to which the items purchased are to be shipped. This should have been indicated on the purchase requisition.
- e. Expense Code -Indicate the budgetary code that is to be charged for the purchase. This should have been indicated on the purchase requisition.
- f. Department - Indicate the name of the department ordering the item(s). This should have been indicated on the purchase requisition.
- g. Date Required - Indicate the date the item(s) being ordered is (are) required. This should have been indicated on the purchase requisition.
- h. FOB - Indicate the FOB terms, preferably "FOB delivered."
- i. Payment Terms -Indicate the payment terms desired.

- j. Item - Sequentially number the items ordered.
- k. Quantity Indicate the quantity ordered of each item.
- l. Unit - Indicate the unit of measurement of each item.
- m. Description - Give a complete description of the item ordered. Include part numbers, etc., when available.
- n. Unit Price -Indicate the unit price for each item.
- o. Total Price -Indicate the extended price of each line item. For example, if you ordered a quantity of 3, you would multiple the unit price by 3 to calculate the total price for the line item.
- p. Confirming Order - If telephone quotes were obtained and a telephone order subsequently made, indicate with a check mark or an "X" in the block next to "Confirming order with.... " if the purchase order is a confirming one. Complete the blank by entering the person with whom you made the order and insert the date on which you made the order in the next blank.
- q. Approving Official This is the signature line for the Finance and Accounting Office or designee authorized by the City Manager. These are the only two officials who can sign the purchase order.

(4) Purchase Order Form Copies:

- a. Copy 1 is sent directly to the vendor by the Purchasing Agent (department). Each department is responsible for keeping a copy for their records.
- b. Copy 2 is a digital copy retained by the Public Works Department.
- c. Copy 3 is retained by the Accounting and Finance Office to encumber funds and becomes their file copy.

(5) Change Orders/Amendments. Whenever a change of any **kind** on the original order is authorized, it is done by a change order/amendment. To process a change order/amendment, the department submits a "Notice, Of Change" for the change. The original purchase order number must be indicated on the "Notice of Change". In order to have a change order/amendment processed, the same requirements as are applied to original purchases are followed:

- a. If the total amount of the purchase order exceeds \$10,000.00, it must be approved by the City Commission.
- b. If the change order/amendment is less than 10% over an amount previously approved by City Commission, the Purchasing Office may approve it after departmental submission of a memo of justification.
- c. If the change order/amendment is more than 10% over an amount previously approved by City Commission, additional Commission approval must be obtained through the agenda item process. The Amendment form is prepared and issued by the affected department in the following manner.
 - i. Amendment Date - Indicate the date the amendment is issued.
 - ii. Vendor Number/Name - Indicate the vendor name and address in this block.
 - iii. Purchase Order Number - Indicate the original purchase order number that is being amended.
 - iv. Expense Code - Indicate the expense code to be charged for the items. This information should be indicated on the purchase requisition requesting the amendment.

- v. Item - Each item should be sequentially numbered on the original purchase order. If the department is adding a new item, it should have the next sequential number - if the original PO had 12 items, then an additional item on the amendment would be #13). If the department is requesting an additional quantity of an item already ordered, the item number should be the same as on the original purchase order.
- vi. Quantity - Indicate the quantity of the item(s) being ordered by the purchase requisition. For example, if the original PO ordered a quantity of ZOO and the change order/amendment requisition orders an additional 50, only the 50 is indicated on the amendment form.
- vii. Quantity - Indicate the unit of measurement of the item(s).
- viii. Item Description - Give a complete description of the item(s) being ordered. Include part numbers, etc., when available.
- ix. Unit Price - Indicate the unit price of the item from the original purchase order.
- x. Total Price - Calculate the total price by multiplying the quantity of the item by the unit price.
- xi. Signature Line - The white original is sent to the Purchasing Office. The second copy (canary) is retained by to the requisitioning department.

(6) Acknowledgments: An acknowledgment of our purchase order by the supplier is simply an agreement on his/her part to furnish the items specified in accordance with our terms and conditions. It is of no special significance inasmuch as very little, if any, action can be taken against the supplier if he/she fails to supply the items. Therefore, as a general practice, acknowledgment of our purchase orders will not be sent to suppliers for their signatures.

NOTE- SUPPLIERS ACKNOWLEDGEMENT FORM ARE NOT TO BE SIGNED. A SIGNATURE IS A FORM OF ACCEPTANCE AND MAY PROVIDE A FORMAL AGREEMENT TO THE SUPPLIERS TERMS.

PURCHASE ORDER REQUEST FORM

Date Submitted: _____ Date Needed: _____

Department: _____ Division: _____

Account Description: _____ Number: _____

Quantity	Item Description	Price	Total

Three Quotes When Applicable:

Company Name	Price Quote
1: _____	\$: _____
2: _____	\$: _____
3: _____	\$: _____

Vendor Information

Company: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

I attest that all City procurement processes have been met.

Department Head: _____ Date: _____

SECTION 10: RELATIONSHIPS WITH VENDORS

A. GENERAL

It is the responsibility of the Purchasing Office to establish a relationship of mutual confidence and satisfaction between the City and its suppliers. It is, therefore, necessary that the Purchasing Office be aware of all transactions that are conducted between the City and suppliers.

The following should be observed when dealing with suppliers and their representatives:

- (1) Deliver prompt and courteous reception as well as fair and equal treatment to all suppliers and their representatives.
- (2) Provide equal opportunity for all suppliers to make price and specification quotations.
- (3) Decline to take advantage of seller's errors and show consideration for seller's difficulties by cooperating with him whenever possible.
- (4) Avoid putting seller to unnecessary expense or inconvenience on returned goods.
- (5) Be transparent when explaining to suppliers the reason(s) for our rejection of their bids/proposals.
- (6) Remain scrupulously free from obligations to any supplier.
- (7) Keep informed about sources of supply, methods, services and materials, and encourage their testing.
- (8) Keep suppliers informed about company products and methods.

If for any reason one supplier is permitted to require, his/her competitors will be given the same opportunity. Re-quoting should be restricted to an absolute minimum.

Departments and Employees Relationships

All vendors' representatives will be received by the Purchasing Office and when necessary for them to talk with department heads the interview may be arranged by the Purchasing Office. If a vendor should contact the department directly he/she should be immediately referred to the Purchasing Division.

The Purchasing Division will inform or pass along to department head useful information received from interviews, catalogs, advertising, etc.

All correspondence with suppliers shall originate when practical in the Purchasing Office. When necessary for the departments to correspond with the vendors on some technical matter copies of that correspondence shall be sent to the Purchasing Office.

All employees of the City shall keep themselves free of obligation by refusing to accept gifts or entertainment offered by any of the City's suppliers.

Vendor's Samples

Samples offered by vendors for evaluation by the Purchasing Division will be accepted only under the following conditions:

- (1) The product is one which is presently in use or is of potential use by the City.
- (2) Quantity or size is relatively small or of low value.
- (3) If samples are accepted they shall be promptly conveyed to the appropriate department for testing.
- (4) If the City requests a sample from a vendor to evaluate its applicability such samples shall be purchased.

SECTION 9: PURCHASING CARD (P-CARD)

A. PURPOSE

The purpose of this instruction is to provide a procedure to employees pertaining to the use of the City Purchasing Credit Cards and monthly statement reconciliation.

B. SCOPE

The P-Card program is a delegation of procurement authority by the Purchasing Office with oversight by the department director.

Each department director must provide fiduciary oversight and accountability for the use of the City's P-Card within their area, including fiscal control for department P-Cards and financial accountability for each transaction.

These policies and procedures apply to the all departmental P-Cards. Participation in the City's P-Card program is a privilege, which can be taken away for the abuse(s) set forth in this policy.

Department directors may choose to implement more restrictive policies within their areas than what is outlined in the P-Card Policies and Procedures.

C. PURCHASING CARD PURPOSE

The City of Marianna uses P-Cards to improve efficiency in processing low- dollar purchases from any vendor that accepts electronic payment. It is intended to reduce the number of small-dollar purchase orders and use of petty cash, in addition to reducing the amount of time spent by the ordering department, Office of Accounting and Finance processing these low-dollar transactions. Employees using a P-Card are responsible for the proper use of the P-Card in accordance with these procedures. P-Cards may only be used for official City business. Employees improperly using a P-Card are subject to disciplinary action up to and including termination.

D. PURCHASING CARD USE/PROCESS

Procurement responsibility is delegated to the ordering department enabling the Authorized Cardholder (Cardholder) to place an order directly with the vendor.

All transactions are approved, or declined electronically based on the purchasing card authorization criteria established.

The authorization criteria may be adjusted periodically as needed and may include, but is not limited to, the following:

- (1) Single purchase limit
- (2) Monthly / credit spending limit
- (3) Approved merchants

The P-Card may also be used to strategically make larger dollar purchases under the direction of the Purchasing Manager, Finance Director or the City Manager.

Cardholder Benefit

- Convenience of purchasing without purchase orders.
- Quicker delivery of goods or services.
- Larger list of merchants to purchase from.

Agency Benefits

- Simplifies the purchasing process for low dollar purchases.
- Lowers the overall transaction processing cost per purchase.
- Allows accountability.

Merchant Benefits

- Expedites payment to the merchant.
- Reduces paperwork.
- Lowers risk for late or nonpayment.

E. RESPONSIBILTIES ASSOCIATED WITH P-CARD

Cardholder

- (1) Holds and secures the purchasing card.
- (2) Orders materials and services in accordance with guidelines.
- (3) Collects and saves sales receipts.
- (4) Reviews monthly charges with supervisor.
- (5) Identifies disputed charges.
- (6) Notifies appropriate director and Finance if unauthorized card use is suspected.

Department P-Card Reconciler (designated by Department Director)

- (1) Reviews monthly statement authorizing charges.
- (2) Matches receipts with monthly card statement.
- (3) Assigns appropriate GL account numbers to charges.
- (4) Handles disputed items.

Department Director

- (1) Requests Purchasing Cards for designated employees.
- (2) Requests individual spending limits within established guidelines.
- (3) Designates Department's P-Card Reconciler
- (4) Collects Cards from Cardholders terminating employment.
- (5) Notifies Purchasing to terminate Card(s).
- (6) Approves monthly Cardholders transactions.
- (7) Makes recommendations for disciplinary action in the event of misuse in accordance with policy.

Finance/Accounting

- (1) Receives monthly statement electronically from issuing bank and notifies all Cardholders of statements and their approval timeframe deadline(s).
- (2) Receives approval at all required levels from Cardholders.
- (3) Pays all monthly transactions from issuing bank and processes manual payment or journal entry to record payment.
- (4) Confirms all electronic files, statements, receipts, etc.
- (5) Administers 1099 reporting.
- (6) Coordinates internal controls.

Purchasing (City P-Card Administrator)

- (1) Maintains P-Card Policy.
- (2) Ensures purchases are from authorized vendors.
- (3) Manage vendor relationships.

- (4) Verifies adequacy of required documents and information from new vendors.
- (5) Maintains vendor tax identification if the file contains incorrect information.
- (6) Verifies that the procurement policies and procedures are being followed and that goods and services are competitively purchased if required.
- (7) Pursues supplier discount opportunities and rebates and ensures that existing discounts are applied.
- (8) Evaluates Purchasing Card feedback from suppliers.
- (9) Targets expanded use of Card.

F. Expenditure Review

Because of their knowledge of the job responsibilities and requirements, Department Directors are required to review each purchasing card expenditure to ensure the goods or services are necessary and for official use. When purchases are questioned, the Department Director shall be responsible for resolving the issue with the cardholder. If the Department Director is not satisfied that the purchase was necessary and for official use, the cardholder must provide either a credit voucher proving the items were returned or a personal check for the full amount of the purchase plus any required tax.

Checks must be sent to Finance with an explanation and account number to credit. This must be done within five business days from the date the Department Director notified the cardholder of an unofficial purchase or purchases.

Misuse of the purchasing card may result in the revocation of the Card. Employees incorrectly using their purchasing card are subject to disciplinary action, up to and including termination and criminal prosecution.

G. Card Assignment and Control

- (1) The City P-Card Administrator will act as the key contact between the City and the Company issuing the card.
 - a. Purchasing cards will be issued to individuals who frequently purchase goods and services or who otherwise should receive a card. All cardholders are required to review this policy.
 - b. The purchasing card will have the employee's legal name, the City's name, City's Tax Exemption Number, Department, and the expiration date printed on the face of the card.
 - c. Requests for new purchasing cards or changes to a purchasing card's spending limits must be made by the Department Director and approved by the City P-Card Administrator.
 - d. If a purchasing card is lost, stolen or misplaced, the cardholder must immediately notify the Card Administrator (Purchasing Department). The cardholder is responsible for reporting all information necessary to reduce the liability to the City for the lost, stolen, or misplaced card.
- (2) Termination or Transfer of Cardholder
 - a. When an individual's employment ends, the Director shall collect the purchasing card and submit the card to the City's P-Card Administrator for destruction.
 - b. When an individual is transferred to another department, the Director shall collect the purchasing card and contact the City's P-Card Administrator to determine if the card should be re-issued.

- c. If the Department Director is unable to collect the purchasing card when an employee terminates employment, the director shall immediately notify the P-Card Administrator, who will ensure that the card is cancelled.
- d. Disciplinary action will be taken in the event that both the City's P- Card Administrator and the issuing bank, are not immediately notified of a lost, stolen, or misplaced Card.

(3) Purchasing Card Limitations

- a. The P-Card is for cardholder use only. Only the employee whose name is embossed on the card may use the purchasing card. No other person is authorized to use the P-Card. The Card holder is responsible and accountable for all transactions that occur on his/her City issued P-Card.
- b. The card is for City purchases only:
 - The purchasing card is to be used for City authorized purchases only.
 - The purchasing card may not be used for any personal use and any such use will require immediate reimbursement and may result in disciplinary action up to and including termination of employment with the City, and criminal prosecution.
- c. Each card will have dollar limitations. The P-Card Administrator shall set and approve the assignment of a Purchasing Card issued and its two limits: (1) a single/transaction purchase limit; and (2) a 30-day limit monthly/credit limit. Requests for spending limit changes must be initiated by the employee to the employee's Department Director. Exceptions to these limits may only be authorized by the Purchasing.
- d. Cards will have other limitations based on use.

(4) Other Conditions

- a. All items purchased over-the-counter must be immediately available and delivered in a single delivery.
- b. All items purchased by telephone must be delivered by the vendor within the quoted timeframe. The order should not be placed without this assurance.
- c. Any use of the purchasing card for travel related expenses must be pre-approved using the proper City Employee Travel and Training approval process.

(5) Prohibited Use of Purchasing Cards

Purchasing Cards may not be used for the following items:

- a. Cash advances.
- b. Any additional goods or services specifically restricted by the City.
- c. Item in excess of assigned standard daily and monthly limits.
- d. Non-work-related entertainment
- e. Food and beverages while outside of the County travel (this will get reimbursed in accordance with City's current travel and training policy and procedure). Business meals and all other situations requiring food purchase will require the original receipt, must list the purpose of the meal and must list the names of all attendees.

- f. A purchase may consist of multiple items; however, the invoice cannot exceed the cardholder's limit or to avoid purchasing quote thresholds. Charges for purchases shall not be split to stay within the single purchase limit or to avoid purchasing quote thresholds. This will be considered abuse of the card program and may result in disciplinary action and card cancellation.
- g. Emergency exceptions to the above rule must be approved in writing (including email) by the Department Director and Purchasing Manager or City Manager's Office by the next business day.

(6) Sales Tax

City purchases made in Florida and for use in Florida are exempt from Florida sales tax. The employee using the P-Card is responsible for obtaining a Consumer's Certificate of Exemption to use for purchases that involve state sales tax. Purchases made in other states are subject to that state's sales tax rules. The employee must be diligent and make a good faith effort when dealing with vendors regarding Florida taxes. If the vendor cannot deduct the Florida sales tax because of pre-set controls within their computer systems or will not honor the exemption, the employee may continue with the purchase but must note the vendor's refusal on the receipt. Continued refusal by the vendor to deduct Florida sales tax on appropriate City purchases will be grounds for the Purchasing Division's removal of the vendor as an authorized merchant.

H. Making Purchases and Paying Invoices

The following procedure provides instructions on how to make purchases and pay invoices related to the P-Card:

(1) Documentation of over-the-counter purchases.

- a. When an over-the-counter purchase is made, the Cardholder must obtain the receipt.
- b. The receipt will be retained by the Cardholder or by the Department P- Card reconciler.

(2) Online purchases

Online purchases will be made from secure vendors as authorized by the P-Card Administrator.

(3) Missing Documentation

- a. If for some reason the Cardholder misplaced documentation of the transaction, the Cardholder must contact the vendor to get a duplicate of missing document. Missing documentation may result in the cancellation of the employee's Purchasing Card.

(4) Monthly statement reconciliation (City P-Card Administrator might change the frequency of the statement).

I. P-Card Disputes

(1) The Cardholder is responsible for any disputes on his/her card.

- a. If items purchased with the Purchasing Card are defective, the Cardholder must return the item(s) to the vendor for replacement or credit. If the service paid for with a

Purchasing Card is faulty, the vendor must be notified and asked to correct the situation or provide a credit. If the vendor refuses to replace or correct the faulty item or service, the purchase will be considered in dispute. If the quantity of items received is less than the invoice and charge billing, the transaction must be disputed.

- b. A disputed item must be explained with a note and provide to Department Director and Purchasing. Notification to Accounts Payable by copying P-Card transaction email dispute with the Vendor should be given.
- c. It is essential that the time frames and documentation requirements established for disputed items by the Purchasing Card Issuer be followed to protect the Cardholder's rights in a dispute. The requirement of the current issuer is upon a belief that a transaction was unauthorized, the cardholder must notify the issuing bank immediately but not more than sixty (60) days after the transaction in question appears on a cardholder's account statement.

(2) A dispute occurs when a Cardholder questions a transaction that has been charged to his/her account. The following steps must be taken to ensure prompt settlement.

- a. The Cardholder contacts the vendor about the transaction and supplies the necessary information.
- b. The Cardholder completes the Purchasing Card Dispute Form and faxes it to the Purchasing Card Issuer, explaining the reason(s) for the dispute, with a copy of the statement. The Purchasing Card Issuer then places the transaction into a disputed status.
- c. If the problem is resolved between the vendor and the Cardholder, the Cardholder will write the agreed upon solution on the bottom of the dispute Form and re-fax it to the Purchasing Card Issuer immediately.
- d. After the item has been entered as a dispute, the Purchasing Card Issuer will determine who is responsible by researching the transaction including requesting a copy of the sales draft, when necessary.
- e. When a transaction is in a dispute status, the disputed amount is still included in calculating the available money for authorizations (monthly/credit limit). At the time the item is placed in dispute, it is removed from all finance charge, late charge, over limit fee, past due amount and calculations. Any cardholder statements generated while the transaction is in dispute will display a message indicating the dollar amount in dispute.
- f. If the Cardholder is actually responsible for the transaction, the dispute is settled in favor of the Purchasing Card Issuer and no further actions are required. If the Cardholder is not responsible for the transaction, the dispute is settled for the Cardholder and the charge-back process will be initiated against the vendor.
- g. If there continues to be problems with a particular vendor, the Cardholder shall notify the Purchasing Office of the problems.

SECTION 11: PETTY CASH

A. GENERAL

Petty cash purchases are used to buy items not stocked in central stores and will not exceed \$50.00 in cost. Department Directors and other approved personnel may authorize petty cash purchases that do not exceed \$50.00.

B. PROCEDURE

- (1) The Petty Cash Voucher must be completed with the original sales receipt attached and an explanation of purchase. A billing code shall be affixed.
- (2) The voucher must be signed by the Department Director or his/her designee. The Office of Accounting and Finance must be provided with a list of approved purchases.
- (3) The individual making the purchase will sign the voucher when receiving petty cash funds.
- (4) No sales tax is to be paid on any City purchase. The City's sales tax-exempt number is 59-6000-370.
- (5) I.O.U's or check cashing from petty cash funds are prohibited.

C. ACCOUNTABILITY

Weekly Department Directors shall prepare a "Petty Cash" consolidation report for submittal to Finance and Accounting. Purchases will be recorded and a check shall be issued to the department to reimburse petty cash funds.