

# Updated Purchasing Policy



## **Town of Erie Purchasing Policy**

Updated April 2025

# Updated Purchasing Policy

## **Table of Contents**

<a href="#">Section 1 – Purpose .....</a>	<a href="#">3</a>
<a href="#">Section 2 – Roles &amp; Responsibilities.....</a>	<a href="#">3</a>
<a href="#">Section 3 – Approval Authority Levels.....</a>	<a href="#">4</a>
<a href="#">Section 4 – Check Requests.....</a>	<a href="#">5</a>
<a href="#">Section 5 – Credit Cards .....</a>	<a href="#">6</a>
<a href="#">Section 6 – Purchase Orders.....</a>	<a href="#">6</a>
<a href="#">Section 7 – Solicitation Thresholds .....</a>	<a href="#">7</a>
<a href="#">Section 8 - Cooperative Purchasing .....</a>	<a href="#">10</a>
<a href="#">Section 9 – Sole Source Purchases .....</a>	<a href="#">11</a>
<a href="#">Section 10 – Local Vendors.....</a>	<a href="#">11</a>
<a href="#">Section 11 – New Vendors &amp; Changes.....</a>	<a href="#">11</a>
<a href="#">Section 12 – Purchase Order Change Orders/Amendments .....</a>	<a href="#">11</a>
<a href="#">Section 13 – Contract Terms/Town Attorney Review .....</a>	<a href="#">12</a>
<a href="#">Section 14 – Professional Services.....</a>	<a href="#">12</a>
<a href="#">Section 15 – Real Estate Acquisitions .....</a>	<a href="#">12</a>
<a href="#">Section 16 – Technology Procurement.....</a>	<a href="#">13</a>
<a href="#">Section 17 – Miscellaneous Purchasing .....</a>	<a href="#">14</a>
<a href="#">Section 18 – Emergency Procurement .....</a>	<a href="#">15</a>
<a href="#">Section 19 – Audit Procedures .....</a>	<a href="#">15</a>
<a href="#">Section 20 – Definitions.....</a>	<a href="#">15</a>
<a href="#">Section 21 – Forms .....</a>	<a href="#">16</a>

# Updated Purchasing Policy

## **Section 1 – Purpose**

The purpose of this Policy is to serve as a guideline for all purchasing activity and to standardize procurement procedures, and to:

- Procure goods and services at the lowest possible cost with the quality needed for effective use.
- Minimize or eliminate disruptions in operations resulting from the lack of material, equipment, or supplies.
- Avoid duplication, waste, and obsolescence with respect to the procurement of goods and services.
- Provide appropriate budgetary and fiscal control over all municipal expenditures.
- Whenever possible, purchases should be made in accordance with sustainable purchasing guidelines created by the Environmental Services Department.

## **Section 2 – Roles & Responsibilities**

Purchases are initiated by the various departments of the Town. The primary responsibilities of Town Departments include the following:

- Ensure all employees involved in the procurement process are familiar with purchasing policies and procedures.
- Anticipate purchasing requirements.
- Ensure adequate funds are available for purchases and the items are in the budget.
- Take appropriate steps to ensure goods and services are purchased from qualified vendors in an efficient and effective manner.
- Obtain appropriate approvals throughout the purchasing process, with adequate supporting documentation, and ensure the appropriate budget line item is charged in the accounting system.
- Ensure materials received and the quality of work or services rendered meet the purchasing/contract terms before approving payment.
- Maintain good relations with the Town's vendors.

The Finance Department is responsible for administering this Policy. Its primary responsibilities include the following:

- Maintain the Town's accounting system to ensure spending authorization limits pursuant to the approved budget and approval paths are current.
- Coordinating the Town's annual budget process so all departments request funding for purchases they anticipate making each year.
- Implement procedures and training to help ensure Town staff complies with this purchasing policy.
- Issue checks to vendors in a timely manner and maintain accounts payable records.
- Prescribe and maintain such forms as the Finance Department shall find reasonable and necessary to implement and support the purchasing procedures contained within this Policy.

# Updated Purchasing Policy

The Finance Director may, at any time, authorize the Deputy Finance Director to perform any duties of the Finance Director under this Policy. The Finance Director shall make this designation in writing to the Town Manager.

## **Section 3 –Approval Authority Levels**

Approval authority is granted on an individual basis. The various approval levels related to this Policy are as follows:

<b>Initial Invoice/Requisition Amount:</b>	<b>Division Manager</b>	<b>Department Director</b>	<b>Finance Director</b>	<b>Town Manager</b>	<b>Town Council</b>
Up to \$10,000	X				
\$10,000.01-\$25,000		X			
\$25,000.01-\$50,000		X	X		
\$50,000.01-\$99,999		X	X	X	
\$100,000 or greater		X	X	X	X

Expenditure requests for unbudgeted funds and any requests in excess of \$100,000 must be approved by the Town Council (the "Council").

The Finance Department will keep a current list of designated staff authorized to approve Town expenditures. The list will include the full signature and initials of each authorized individual and the authorization level granted to that individual along with the authorized employee delegating authorization where applicable. It is each Department's responsibility to update these signatures when staff changes occur and provide those updates to the Finance Staff before any approvals can be initiated in Tyler, or on invoices submitted to Accounts Payable for payment.

No purchase shall be divided to circumvent the above approval levels. A contract for or planned series of purchases for the same product or service within a calendar year shall be treated as a single purchase for purposes of this Section.

Departments may require additional approval levels less than those in the table above to reflect intradepartmental procedures, but such requests are subject to approval by the Finance Director will be implemented only to the extent that the Town's purchasing system is able to support any such requests.

Sales tax must not be charged on any purchase by the Town. The Town's tax-exempt number is 98-04943-0000 and should be given to the vendor before the sale is completed. A copy of the Town's tax-exempt certificate is available on Launchpad.

Construction contracts generally include contingency amounts. The following contingency guidelines should be used:

# Updated Purchasing Policy

Construction and Consultant Contingencies	
Project Cost	Contingency
\$ 0-25,000	20.0%
\$ 25,001-100,000	15.0%
\$ 100,001 - 500,000	12.5%
\$ 500,001 - 2,500,000	10.0%
\$ 2,500,001-10,000,000	7.5%
\$ 10,000,001 - 25,000,000	5.0%

Certain routine purchases of products or services that will exceed \$100,000 on an annual basis will not require Council approval other than by way of the Council's approval of the annual budget and appropriations. Such purchases include without limitation: utilities, purchases of commodities (*e.g.*, vehicle fuel, chemicals used in the treatment of water and wastewater), waste and biosolids disposal, legal services provided by the Town Attorney and special counsel, employee medical/dental insurance, workers' compensation insurance, and property and casualty insurance. These expenditures will be presented to the Council as part of the annual budget process through an exhibit listing a description of the service or product, the provider and the budgeted cost. In addition, certain disbursements that exceed \$100,000 will not require Council approval, including without limitation: reimbursements or payments required by agreements already approved by the Council; return of sureties; debt service; and authorized tax disbursements. Projects over \$25,000,000 will be subject to a 5.0% contingency.

When a Department Director is out of the office, they may temporarily designate a staff member to approve invoices/requisitions in their absence up to the level of the Department Director's approval authority. Such designation shall be in writing (or via email) and provided to the Finance Director.

## **Section 4 – Check Requests**

Requirements for disbursement requests not related to a Purchase Order (see [Section 7](#)) are as follows:

- Disbursement requests not requiring or related to a PO may be submitted directly to Finance for payment. Disbursements of this type may be submitted either using a properly completed and approved Check Request Form or by submitting the invoice using the Finance-approved invoice stamp and providing the required information and approval. If all required information is not included, the invoice/check request will be returned to the requestor.
- Employee expense reimbursements should be submitted on an Employee Expense Reimbursement Form, although a Check Request Form may be used if a single item is being reimbursed. All supporting receipts and/or documentation should be attached to the Employee Expense Reimbursement Form. Requests for reimbursement are to be approved by the employee's supervisor, and at least one individual with approval authority as reflected in [Section 3](#) (which may be the

# Updated Purchasing Policy

supervisor). Requests for reimbursement by members of the Council and the Town Manager do not require formal approval and should be submitted to the Finance Director for signature and processing. Copies of reimbursement requests from Council will be provided to all members of the Council.

- If documentation needs to be included with the check to be sent to the payee, make a copy and include the documents in the check request for the Finance Department to send to the vendor after the check is issued.
- Payments will not be made from beginning or past due balances or statements. If a vendor only provides statements, other appropriate documentation is to be provided supporting the charges to be paid.

## **Section 5 – Credit Cards**

The Town has issued credit cards to certain staff. Policy and procedures for use of these cards are addressed in a separate Town of Erie Procurement Card Policy & User Guide. All applicable portions of this purchasing policy apply to use of Town credit cards. Split purchases with credit cards are not permitted if they are made to circumvent this policy.

## **Section 6 – Purchase Orders**

A Purchase Order ("PO") is required for purchases of goods that total more than \$10,000. There are two types of POs. A Blanket PO is a purchase order issued for repetitive purchases to be made from the same vendor over an extended period of time (not to exceed one year), and should be used (and identified in the accounting system) where the total amount is greater than \$10,000 within one year, even if it will be invoiced in increments less than \$10,000. A Standard PO is any PO that is not a Blanket PO.

Procedures for issuance of a PO are as follows:

- 1.) The Requesting Department enters a requisition to the Town's accounting system, ensuring use of the appropriate budget line item(s) and attaching supporting documentation. Supporting documentation includes quote or associated contract and scope of work. (See Sections [8](#), [9](#) and [10](#))
- 2.) When entering the general ledger account number, the accounting system will indicate if adequate budgetary funds are available. If adequate funds are not available, a budget transfer request must be submitted to the Finance Department before the Requisition will be approved. If the shortfall of funds is less than \$5,000, departments can provide an alternative line item that will offset the cost. This line item must be identified in the notes for the Requisition or it will not be approved. Additionally if the alternative line item puts the budget of the department over appropriation, the requisition will not be approved. If the Requisition is pursuant to a previously approved Council resolution, a copy of the resolution should be attached to the Requisition.
- 3.) If the Requisition needs funds in excess of \$5,000, the department should submit a budget adjustment to the budget team, via the budget adjustment process, which can be found on Sharepoint. Once the budget adjustment is completed and confirmed by budget staff, the requisition can be approved.

# Updated Purchasing Policy

- 4.) Authorized department personnel shall review the Requisition. If all requirements are met, the Requisition shall be routed to the Grants Manager or designee for confirmation of vendor status in SAM.gov, then approved in the accounting system.
- 5.) The accounting system will automatically route the department-Requisition to the Finance Director for review and approval as appropriate and then to the Town Manager if required for review and approval.
- 6.) Once all appropriate approvals have been obtained, the Finance Department will issue a PO through the accounting system. The amount of the PO will be Encumbered for the budget line item(s) to which the Requisition was posted.
- 7.) Purchases requiring approval by the Council should first be submitted to the Council via a board resolution before entering the requisition to the accounting system. After receiving Council approval, the process described in Steps 1-5 can be initiated. Documentation showing Council approval should be attached to the Requisition in the accounting system. Documentation should include, at a minimum, the signed resolution and contract.

Should a vendor require a PO for transactions of \$10,000 or less, a requisition may be entered into the accounting system and a PO will be issued.

General requirements for disbursement requests for invoices related to POs include all the requirements as described above. Additional requirements for invoices associated with POs are as follows:

- Appropriate approvals should be made on the invoice or check request form, with the PO number noted on the request. If there are multiple line items on the PO, the invoice should indicate the related line item and amount for each line on the invoice/PO cover sheet found on the Finance SharePoint site. If the initial requisitions were approved using the approval levels in Section 3, the invoices do not need to follow the same approval levels, to avoid redundancy; however, invoices in excess of \$10,000 being paid under a PO require approval of the department Director or designee.
- If the request is a progress payment for a capital project, a Capital Progress Payment Form shall also be completed when appropriate and approved and included with other supporting documentation.
- If the payment request represents the final payment under a PO, it should be noted on the invoice that this is the final payment and that the PO needs to be closed so that any remaining funds encumbered by the PO may be released. Closed contracts may be audited against encumbrances before year-end roll to ensure funds are not being distributed for expired uses.

## **Section 7 – Solicitation Thresholds**

For purchases of goods and construction contracts, the following thresholds determine whether informal quotes or formal competitive bidding is required:

- \$10,000 or less - informal quotes from at least two vendors are recommended, but not required. This can be accomplished via verbal or electronic requests.

# Updated Purchasing Policy

- \$10,000.01 - \$100,000 – written quotes from at least two vendors are required. Requests can be made via mail, fax, or email. After evaluation of the quote responses, the reason for selecting a particular quote must be documented. If less than two quotes are obtained, valid justification must be documented for the sole-source purchase. For repetitive purchases within a calendar year, it is not necessary to obtain quotes with each purchase.
- Greater than \$100,000 – Formal competitive bidding is required.
- Any capital expenditure of \$50,000 or more – Formal competitive bidding is required.

The Department acquiring the goods or overseeing the construction is responsible providing the documentation associated with the solicitation to the Town Clerk's office for retention in the Town's records system. The competitive bidding steps taken (based on the solicitation levels above) should be documented in the "Detailed Description" box on the requisition in the accounting system.

## **Formal Competitive Bidding**

Procedures for formal competitive bidding are as follows:

### 1.) Bid Documents:

- a. All bid documents become public information upon completion of the bid opening.
- b. Bid documents shall contain the following information, as applicable:
  - i. Scope of work and project description.
  - ii. Instructions to bidders.
  - iii. Where bidders can obtain bid documents.
  - iv. Any costs of bid documents.
  - v. Bid submittal deadline.
  - vi. Date, time and location of bid opening.
  - vii. Any bond or insurance requirements.
  - viii. Any special requirements.
  - ix. Evaluation criteria.
  - x. A statement that the Town reserves the right to reject any and all bids, and accept the bid deemed to best meet the Town's needs and requirements.
  - xi. Sample of contract to be signed.
  - xii. Bid proposal form.
  - xiii. Delivery date or completion date.
  - xiv. Period of bid validity.

### 2.) Development of Specifications:

- a. The requesting department shall be responsible for the development of specifications.
- b. Specifications are to be developed with attention to the following guidelines:
  - i. Specifications shall be concise, free of ambiguities, and provide a sound basis for competitive bidding.



# Updated Purchasing Policy

- ii. Specifications shall not require features or quality levels unnecessary to the function or operation.
- iii. Performance specifications are preferable as they promote innovation and cost reduction.
- iv. Whenever possible, equivalent brand names shall be considered when preparing specifications.
- v. The use of a particular brand's specification is discouraged; however, when such a use is justified, the bid documents must bear a statement to the effect that specifications are not intended to be restrictive and any equivalent meeting or exceeding specifications will be acceptable as determined by the Town.
- vi. Suppliers are not to prepare specifications.
- c. If changes to specifications are necessary after the bids have been published, such changes will be accomplished using an addendum. Any such addendum will be sent to all bidders on the original bidders' list.

## 3.) Bidders' List:

The Town generally uses the Rocky Mountain E-Purchasing system (Bidnet) to advertise for global bids. If the department wants to send a bid out to specific vendors only (following the threshold guidelines), a bidder's list will be established and maintained by the Requesting Department as an effort to promote competitive bidding from qualified vendors and to establish a source of suppliers. Vendors shall be removed from the bidders' list if:

- a. The bidder has failed to respond to bid invitations on three successive occasions.
- b. The bidder is in default on contracts or quotes.
- c. The bidder requests to be removed.
- d. The bidder has other delivery or performance failures as determined by the Town.

## 4.) Bid Evaluation:

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including without limitation:

- a. The bidder's ability, capacity, and skill to perform within the specified time limits.
- b. The bidder's experience, reputation, efficiency, judgment, and integrity.
- c. The quality, availability, and adaptability of the supplies or materials bid.
- d. The bidder's past performance.
- e. The sufficiency of bidder's financial resources to fulfill the contract.
- f. The bidder's ability to provide future maintenance or service.
- g. Other applicable factors as the Town determines necessary or appropriate (such as compatibility with existing equipment or hardware).

If a bid other than the low bid is recommended, the requesting Department must document how that bid serves the best interests of the Town.

# Updated Purchasing Policy

## 5.) Detailed Procedures:

- a. Develop specifications for purchases to start the formal bidding process.
- b. Upon finalization of the specifications, determine any special requirements, such as bid, performance, and payment bonds; insurance; retainage; and any other special requirements needed.
- c. Prepare all bid documents required by the formal bid and public notice.
- d. Receive Town Attorney review of the bid documents.
- e. Upon receipt of Town Attorney feedback, notice of the bid request should be posted to the Rocky Mountain E-Purchasing System (Bidnet). In addition, certain grants may require publication of bids by the Town Clerk.
- f. Conduct a pre-bid meeting with potential bidders if necessary.
- g. Send answers to all questions received to be sent in a formal addendum (if needed); no questions are to be answered over the phone or email to any one vendor.
- h. Receive bids through the Rocky Mountain E-Purchasing System or [bids@erieco.gov](mailto:bids@erieco.gov). Bids will be time-stamped by RMEPS (or Microsoft Outlook if using [bids@erieco.gov](mailto:bids@erieco.gov) option) upon receipt. .
- i. Evaluate the bid results and determine which bid best serves the Town's interests.
- j. Publish bid results on the RMEPS after the submittal deadline.
- k. If the recommended vendor has not submitted the low bid, provide justification for recommending award to a higher bid.
- l. Prepare Council agenda item in Legistar if the contract is over \$100,000 following the Agenda Memo Policy. Attach Contractor-signed contract to the agenda item. Request the Resolution from the Town Clerk's office.
- m. Upon Council's approval, complete a requisition in the Town's accounting system. Attach appropriate supporting documentation to the requisition, including Council approved resolution and applicable fully executed contract.
- n. Ensure that any bonds and insurance certificates have been received.

## **Section 8 – Cooperative Purchasing**

The Town may use State of Colorado bids (solicited through the Bid Information and Distribution System), bids from the Multiple Assembly of Procurement Officials (MAPO), General Services Administration (GSA), HGACBuy, Sourcewell, or Gordian (Job Order Contracting) or other cooperative purchasing options to obtain the benefit of the pricing available through those procurement systems. Similar organizations may be added to the above list with the approval of the Finance Director.

## **Section 9 – Sole Source Purchases**

Sole source purchases may be made if Town staff determines that there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service and is in the best interest of the Town. Other reasons where it may be appropriate to make a sole source purchase using a preferred vendor could

# Updated Purchasing Policy

include previous related work performed for or products provided to the Town or in emergency situations.

If the Requesting Department believes use of a sole source provider is appropriate, documentation supporting this decision shall be included with the requisition and approved by the Department Director. This documentation must be submitted to the Finance Director as an attachment in the accounting system or included in the detailed description of the requisition. If the Finance Director does not approve a sole source purchase, the Department must follow the solicitation process described above.

## **Section 10 – Local Vendors**

To encourage purchasing from within the Town, it is the policy of the Town to recognize and solicit quotes/bids from local vendors. Whenever such local sources exist and are competitive, purchases should be made from local vendors, provided that the remainder of this Policy still applies.

## **Section 11 – New Vendors & Changes**

Departments wishing to do business with a new vendor shall provide the vendor with a New Vendor Packet, which includes information regarding the Town's purchasing process, a New Vendor Form, and a W-9 Form. Vendors must complete and return both the New Vendor Form and the W-9 Form. If the W-9 is not provided to Finance, the request will be returned to the requester. Finance staff will attach the New Vendor Form and the W9 to the vendor record in the accounting system.

Any changes to remittance address, contact information, or similar changes to vendor information should be made using the Vendor Change Form. The vendor should indicate on the form the information changing (both the old and new information). Finance staff will verify the changes using an original contact person and phone number, documenting the action and attaching it to the vendor record in the accounting system at the time the change is made.

## **Section 12 – Purchase Order Change Orders/Amendments**

A PO Change Order/Amendment is any increase or decrease in the approved amount of a previously issued PO. For change orders/amendments that increase the amount of a PO, the same required approval levels set forth in Section 3 are applicable.

## **Section 13 – Contract Terms/Town Attorney Review**

All contracts and services agreements must be reviewed by the Town Attorney. All contracts and service agreements should use the Town's standard form; exceptions can only be approved by the Town Attorney.

## **Section 14 – Professional Services**

Professional services include architectural, engineering, financial, legal, consulting or other similar services. Requests for Proposal, Requests for Qualifications or a similar

# Updated Purchasing Policy

process may be used to solicit professional services - no formal competitive bidding is required.

Evaluation of responses to such requests should consider whether the respondent:

- Possesses adequate technical and financial resources to perform the project or services or the ability to obtain the resources required for performance;
- Possesses necessary experience, organization and technical skills in the relevant fields or the ability to obtain them, including without limitation arrangements with subcontractors;
- Proposes a reasonable approach to achieve the project or service objectives in an acceptable timeframe;
- Has a satisfactory record of performance in developing and implementing similar projects or providing similar services in other jurisdictions; and
- Will perform the project or services at a reasonable cost compared with the level of effort expended.

A signed agreement for the service provider selected shall be attached to the purchase requisition. Approval of professional services are subject to the same approval thresholds and processes as any other expenditure.

## **Section 15 – Real Estate Acquisitions**

All purchases of real estate or similar interests must be approved by the Town Manager and the Council. Purchases of real estate fall into two categories – open space purchases and all other real estate purchases.

**Open Space Purchases** – General procedures for the purchase of open space include the following:

- Purchases of open space will generally originate with the Open Space and Trails Advisory Board (OSTAB) based on recommendations from staff and outside professionals retained by staff, although the Council may also identify possible parcels for acquisition by the Town.
- A written report on the parcel, including estimates of its fair market value, shall be prepared by staff in coordination with OSTAB and the consultant.
- Based on the above referenced report, OSTAB will determine whether they believe it appropriate to recommend to the Council that formal negotiations be entered into to acquire the parcel, taking into consideration available funds and other parcels the Town might want to acquire.
- If OSTAB decides to recommend purchase of the parcel, a formal appraisal shall be ordered.
- If, following the appraisal, OSTAB continues to recommend the purchase, Town staff shall prepare a formal report documenting the reason for the recommendation and including the appraisal, and present the report and appraisal to the Council. If the Council agrees with the recommendation, staff will be directed to conduct negotiations for purchase of the property.

# Updated Purchasing Policy

**Other Real Estate Purchases** - General procedures for the purchase of real estate other than open space include the following:

- Purchases of other real estate will generally be initiated upon the recommendation of the Town Manager. Under certain circumstances the Council will direct the Town Manager to conduct a review of a particular parcel for possible acquisition.
- Town staff will conduct a review of the parcel to determine its suitability for the intended purpose and estimate its fair market value. Consultants may be utilized to assist in this review.
- Town staff will obtain an appraisal of the property.
- The Town Manager will submit a written report to the Council, documenting the results of the review described above, including the appraisal, and Town staff's recommendation. If the Council agrees with the recommendation, the Council will direct staff to conduct negotiations for purchase of the property.

## **Section 16 – Technology Procurement**

The Information Technology (IT) Department supports Town-owned computer hardware, software, and peripherals in ways that ensure convenient, reliable and secure computing. To maintain network and application integrity, the IT Department and the Finance Department are responsible for endorsing technology purchases that are sustainable, compatible with existing systems, and can be efficiently supported.

This section applies to all technology resources and related services owned, used or operated by the Town, regardless of the source of funding, location or intended purpose. These resources include without limitation: computers and servers; software and information systems; technology services, consulting, and maintenance contracts; peripheral equipment (*e.g.* printers, scanners, etc.); network devices; television, audiovisual, surveillance and projection equipment; and door locking, alarm, and environmental monitoring equipment.

All IT-related procurement plans, strategies, and software, including on-premise and cloud-based services and systems, must include the Software Request Form and Software Purchase Questionnaire found on the IT Launchpad site, the Director of IT and Director of Finance as one of the approving officials unless either Department identifies a designee. The IT Department will coordinate the activities, schedule, and scoring of the vendor responses by working with internal and external stakeholders in a pre-defined process that will be agreed upon beforehand.

Regardless of cost, the following items must have IT approval prior to purchase:

All software	Desktops
Software maintenance agreements	Telecommunications

# Updated Purchasing Policy

Hardware maintenance agreements	Laptops
Network hardware	Video security or camera systems
Domain names, SSL certificates	Hosting or IT subscription services
Printers that are networked or have a hard drive	IT training
Servers	Scanners
IT systems	Wiring, use of IT enterprise agreements

This section does not apply to the Town's industrial control and Supervisory Control and Data Acquisition (SCADA) systems, which fall under the direct control and purview of the Public Works Department. However, both Departments are encouraged to confer regularly to look for efficiencies where appropriate to maintain similar equipment and spare supplies as well as confer on best management practices and security approaches.

## **Section 17 – Miscellaneous Purchases**

**Gift Cards/Certificates** – When purchasing gift cards/certificates for distribution, the Department is responsible for keeping a log of purchases and distributions of the gift cards. This log is subject to audit by Finance Department staff. Gift cards purchased but not yet distributed should be treated like cash and secured at all times. Any gift cards/certificates purchased for an employee of the Town is taxable through payroll and must be pre-approved by the Finance Director in writing. A listing of employees receiving gift cards must be submitted to payroll for processing.

**Personal Purchases** - No personal purchases may be made using Town funds, even with employee reimbursement.

**Professional Dues and Licenses** - Professional dues, licenses, and memberships to associations and organizations that benefit the Town will be paid from Town funds, but shall be the responsibility of the employee to obtain and maintain, including without limitation professional engineer licenses, water/wastewater treatment operator's licenses, and professional certifications.

**Surplus Property** - See the Salvage/Surplus Disposal Policy for information on the policy and related procedures.

**Travel** – For Town-related travel expenses please see the Business and Travel Expense Reimbursement policy.

# Updated Purchasing Policy

## **Section 18 – Emergency Procurement**

Notwithstanding any other provision of this policy, the Town Manager or designee may make or authorize others to make emergency procurement when there exists a threat to public health, welfare, or safety under emergency conditions. The required purchasing procedures stipulated in other areas of this policy may be waived for emergency purchases where necessary. A written determination of the basis for emergency and for the purchase or selection of the particular vendor or contractor shall be included with the purchase documentation. A summary of all emergency purchases shall be submitted for review by the Council at the earliest meeting possible if in excess of \$100,000.

## **Section 19 – Audit Procedures**

Periodically, Finance staff will review samples of requisitions/POs, check requests, new vendor requests and remittance address changes to ensure that Town staff is complying with policy. Errors/violations of policy will be communicated to the Finance Director and Department Directors, as appropriate, in addition to communicating with the responsible staff. Additional training will be provided or other appropriate actions taken as required.

## **Section 20 – Definitions**

**Capital Expenditure** – An expenditure which results in the acquisition of or addition to fixed assets. Examples of fixed assets include streets, sidewalks, water or wastewater facilities, flood control facilities, traffic control devices, street lighting, parks, public structures, vehicles, certain equipment and real estate purchases. Capital assets have a useful life greater than one year.

**Cooperative Purchasing** - Cooperative purchasing involves sharing procurement contracts between governments. Cooperative procurement contracts are usually based on the common requirements of multiple governments. There are several types of cooperative purchasing arrangements, but the type the Town will use the majority of the time will be so-called "piggyback" options, which occur when one or more organizations represent their requirements and include an option for other organizations to "ride" or "bridge" the contract as awarded.

**Emergency Conditions** – Situations in which the health, welfare, or safety of employees or the public are endangered, including instances when immediate repair to Town property, equipment, or vehicles is necessary under the circumstances mentioned above, as well as federal, state or locally declared disasters.

**Encumbered** – Budgeted funds that are committed and reserved but not yet expended for the purchase of a specific good or service.

**Preferred Vendor** - A vendor that has successfully completed work for the Town in the past but is not the only vendor to provide this service/supply but is in the best interest of the Town to use said vendor.

**Requesting Department** – The department asking to purchase goods or services to be used for Town business.



# Updated Purchasing Policy

**Requisition** – Process in the Town’s accounting system to initiate the issuance of a PO.

**Sole Source Purchase** – A procurement of goods or services that can only be obtained from a single supplier capable of meeting all specifications and purchase requirements or when it is in the Town's best interests.

## **Section 21 – Forms**

Current approved forms to be used pursuant to this policy, copies of which are included as an appendix to this policy, are as follows:

- Check Request Form
- Employee Expense Reimbursement Form
- New Vendor Packet (includes Vendor Setup Form and W-9)
- Vendor Change Form
- Authorized Approval Signature Form
- Capital Progress Payment Form
- PO Change request form
- Budget Change/transfer request form