

CITY OF LOUISVILLE, CO

Purchasing Policy & Purchasing Card Program Requirements



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OBJECTIVE

The City of Louisville is funded by tax dollars. As such, the City's purchasing policies and procedures have been established to ensure that tax dollars are spent in the most economical way. The City uses competitive means for the purchase of all products and services whenever possible; and believes in open, fair competition. The purchasing levels in this policy are subject to annual review and may be increased based on inflation and other economic factors.

USE OF POLICY

This policy and awards of bid provisions herein are solely for the fiscal responsibility and benefit of the City of Louisville, and confer no rights, duties or entitlements to any bidders or proposers.

PURCHASING LEVELS

Louisville Proposed Purchasing Policy
 Goods (and Services)

	< \$50.00	\$50 - \$2,499.99	\$2,500 - \$4,999.99	\$5,000 - \$14,999.99	\$15,000 & > all purchases
Forms	Petty Cash Purchase Requisition Form	None	Purchase Requisition Form	Purchase Requisition Form	(Formal bid)
Bid/Proposals	None required	None Required	3 telephone quotes	3 written quotes	Formal bid process (publication)
Approvals	Department Managers	Department Managers	Department Director and Finance Director	Department Director, Finance Director, and City Manager approval, unless noted otherwise.	City Council and City Attorney (as to form)
Amendments and Change Orders	Increases greater than 5% or \$500 require additional approval	Increases greater than 5% or \$500 require additional approval	Increases greater than 5% or \$500 require additional approval	Increases greater than 5% or \$500 require additional approval	Increases greater than 5% or \$500 require additional approval

SECTION I - PURCHASE REQUISITIONS

A purchase requisition serves to inform the Finance Department of the needs of the departments, correctly identifies a material or service requested for the department's operations, and identifies the expenditure account number which the purchase is to be charged.

There are two types of Purchase Requisitions:

Petty Cash Purchase Requisitions: The petty cash fund shall be used to pay for small obligations which do not exceed \$50.00 and which are not covered by blanket purchase orders. Petty cash purchase requisitions are submitted to the City's cashier and will be honored only if the requisition is properly completed and bears the appropriate departmental manager approval. Petty cash will be granted under the following circumstances:

- An employee is requesting a cash advance for expenditures relating to City business (sales receipt must be returned to cashier within one business day)
- An employee is requesting a reimbursement for expenditures relating to City business (sales receipts must be attached to the requisition)

It is the responsibility of the employee using the petty cash fund to obtain the City's tax-exempt number, as sales tax on purchases will not be reimbursed.

Purchase Requisitions: Purchase requisitions are used to initiate the purchase of materials or services of \$2,500 or more, not provided for under the petty cash policy and for which a purchase order will be issued. Purchase requisitions will be granted under the following circumstances:

- The requesting department shall be responsible for obtaining prices, designating vendors, and preparing purchase requisition far enough in advance of the required date
- All requisitions must be signed by the department director and the Finance Director
- Capital Improvement Projects require a purchase requisition. All capital improvement project requisitions must be approved by the City Manager
- A purchase order number must be obtained prior to placing orders with vendors

SECTION II - PURCHASE ORDERS (P.O.)

A purchase order authorizes a vendor to release goods or services to the City and informs them that funds have been encumbered to pay for the goods or services. A purchase order becomes a binding contract when the vendor demonstrates his acceptance of the purchase order through the initiation of some action to fill the order.

A purchase order shall be required for all purchases in excess of \$2,500 excluding the following areas:

<u>Exempt Items</u>
Bond & Interest Payment
Professional Services
Payroll Checks
Payroll Taxes
Insurance
Payroll deductions
Utilities
Dues & Subscriptions
Education Expenses
Travel Expenses
Water Lease Purchase Payments
Utility Charges
Ditch Assessment Charges

The Finance Department shall be responsible for the completion and issuance of all purchase orders on the Mondays and Wednesdays following the receipt of the purchase requisition. The distribution of the purchase order by the Finance Department will be as follows:

- Two copies are returned to the requesting department:
 - One copy should be emailed, faxed or mailed directly to the vendor as notification to place the order
 - One copy should be retained in the requesting department files
- One copy is retained by the Finance Department as a source of encumbrances and for the numerical files

There are two types of Purchase Orders:

Standard Purchase Orders: A standard purchase order is to be used for one-time purchases and shall be issued for all purchases of \$2,500 or more.

Blanket Purchase Orders: A blanket purchase order is issued for a specified period of time and for a cumulative dollar amount no greater than \$25,000 encompassing more than a single purchase.

- Blanket purchase orders are issued in situations where multiple items are being purchased from one vendor or where one item is being purchased from multiple vendors
- No single line item listed on the blanket purchase order shall exceed \$15,000, nor shall any capital item be purchased through a blanket purchase order
- Blanket purchase orders may be issued for an established dollar amount and for a period of one (1) to twelve (12) months; however, all blanket purchase orders will expire on December 31st of any given year
- Expenditures charged to a blanket purchase order may not exceed the total amount for which the blanket purchase order was issued
- Annual quotations obtained for blanket purchase orders are valid for one year

SECTION III - BIDDING

Bidding procedures are used to provide vendors the opportunity to bid, to elicit greater vendor response, to meet Colorado statutory requirements and to promote competitive prices from vendors for the purchase of capital equipment and other items of significant monetary value. The City Manager reserves the right to call for formal or informal bids without regard to amount. As used herein, "bidding" shall include requests for bids, requests for proposals and/or requests for qualifications. The responsible department director shall determine when bidding procedures shall utilize a request for bids, request for proposals, or request for qualifications, as appropriate.

All purchases of goods or acquisition of services of \$15,000 and over and all purchases of cars, trucks and heavy equipment shall require formal bidding procedures unless otherwise required by statute or City Code. Exemptions to this policy are bids obtained through the state bidding process. See the "State Bid" section of this document.

Types of Bids:

Formal Bids

All formal bids shall be published at least two (2) times in a newspaper of general circulation in the City. The last publication shall not be more than ten (10) days or fewer than five (5) days prior to the date set for the opening of bids. Such notice may also be published in other publications of limited circulation or trade journals. In addition to publication, the formal bid must be posted on the City's formal website at www.ci.louisville.co.us.

Notices, general instructions, conditions and specifications shall be mailed to identified vendors.

All requests for formal bids shall be reviewed and approved by the City Manager's Office prior to publication.

Steps to complete a formal bid: (unless otherwise stated responsibility falls on requesting department)

1. Develop specifications. Upon finalization of the specifications, determine any special requirements, such as bid, performance and payment bonds; insurance; retainage; and any special requirements the requesting department may need. See bonding and insurance requirements listed below.
2. Prepare all bid documents required by the formal bid and public notice. All bid documents become public information upon completion of the bid opening. Bid documents shall contain the following information:
 - Where the bidder can obtain bid documents
 - Any costs of bid documents
 - Bid submittal deadline
 - Date, time and location of bid openings
 - Any bond and/or insurance requirement
 - Any special requirements

- A statement to the effect that the City reserves the right to reject any and all bids, and to accept the bid deemed to be the lowest reliable and responsible bidder
 - General conditions
 - Minimum specifications
 - Bid proposal form
 - Delivery date or completion date
 - Period of bid validity
 - Certification that bidder/proposer does not knowingly employ or contract with an illegal alien, if applicable
 - Verification that bidder/proposer is lawfully present in the United States, if applicable
3. If any bonds, insurance or contracts are required or are waived, obtain City Attorney's approval. See bonding and insurance requirements listed below.
 4. Department Directors will be responsible for obtaining at least 3 bids/proposals if available. If three (3) bids/proposals are not obtained, valid justification must be provided and approved by the City Manager.
 5. Conduct the public bid opening per the advertised bid opening date. Any bids received after the specified time will be returned to the bidder. These bids may need to be opened in order to process a return bid.
 6. Evaluate the bid results and determine which bid serves the City's best interests. If the recommended vendor has not submitted the low bid, provide justification for the higher bid.
 7. Prepare City Council report.
 8. Obtain City Attorney approval on all bids requiring bonds, insurance or contracts prior to the City Council meeting.
 9. Upon City Council's award of bid, notify all bidders of the results, complete Purchase Requisition and forward to the Finance Department.
 10. Obtain signatures on all contracts.
 11. Finance Department issues a Purchase Order.

Bonding Requirement:

Bonds shall be executed on forms prescribed or approved by the City Manager based on review by the City Attorney as to form and State of Colorado law. Normally, bonding should be used only on critical or complex purchasing actions. The purchaser may declare the purchasing of any standard items of commerce and services from standard trades and professions, which are not altered or customized to unique City specifications, to be exempt from bonding requirements. Some examples of bonds are:

1. **Bid Bonds:** The bid bond requirement may be satisfied by receipt of a certified bank check or a bid bond. The bid security is submitted as guarantee that the bid will be maintained in full force and effect for a period of thirty (30) calendar days after the opening of bids or as specified in the solicitation documents. If the supplier/contractor fails to provide the bid security with the bid, the bid shall be

deemed non-responsive. The bid bond should be in an amount equal to at least 10% of the vendor's bid price.

2. **Performance Bonds:** A performance bond, satisfactory to the City, may be required for all contracts awarded in excess of \$50,000. The performance bond shall be in amount equal to one hundred percent (100%) of the price specified in the contract, or any other higher amount determined by the purchaser to be in the best interest of the City.
3. **Payment Bonds:** A payment bond for the protection of all persons supplying labor and material to the contractor or its subcontractors may be required for all contracts awarded in excess of \$50,000. The payment bond shall be in an amount equal to at least one hundred percent (100%) of the price specified in the contract or any other higher amount determined by the purchaser to be in the best interest of the City.

Insurance Requirement:

All bids shall require the contractor to provide certificates of insurance with the City named as additional insured, for the following insurance coverages and amounts:

General Liability

\$1,000,000 each occurrence
\$2,000,000 general aggregate

Automobiles

\$1,000,000 combined single limit

Documentation Requirement:

A Bidder's List may be established and maintained by the Operating Department as an effort to promote competitive bidding from qualified vendors and to establish a source of supplier.

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

- The bidder's ability, capacity and skill to perform within the specified time limits
- The bidder's experience, reputation, efficiency, judgment, and integrity
- The quality, availability, and adaptability of the supplies or materials bid
- Bidder's past performance
- Sufficiency of bidder's financial resources to fulfill the contract
- Bidder's ability to provide future maintenance and/or service
- Other applicable factors as the City determines necessary or appropriate. (Such as compatibility with existing equipment or hardware)
- If a bid other than low bid is recommended, the requesting department must demonstrate how the higher bid serves the best interests of the City

Informal Bids

All purchases within the financial parameters of \$2,500 to \$14,999 shall require informal bidding procedures.

- For purchases between \$2,500 and \$4,999 the Requesting Department shall obtain and document a minimum of three (3) verbal quotations. If three (3) quotations are not obtained, valid justification must be provided and approved by the City Manager. The City Manager reserves the right to call for formal bids at any time.
- For purchases between \$5,000 and \$14,999 the Requesting Department shall obtain and document a minimum of three (3) written quotations. If three (3) quotations are not obtained, valid justification must be provided and approved by the City Manager. The City Manager reserves the right to call for formal at any time.

Steps to complete an informal bid: (unless otherwise stated responsibility falls on requesting department)

1. Develop specifications. Upon finalization of the specifications, prepare any documents required by the informal bid.
2. Mail a copy of specifications to identified vendors.
3. Post a copy of specifications to the City's official website www.ci.louisville.co.us.
4. Evaluate the bid results and determine which bid serves the City's best interests.
5. Prepare a Purchase Requisition and obtain approval from City Manager.
6. Submit the Purchase Requisition and quotes to the Finance Department. If the recommended vendor has not submitted the low bid, ensure that there is adequate justification for the higher bid.
7. The Finance Department issues the Purchase Order.

State Bids:

State Bids are quotations or bids solicited by the buyer through the State of Colorado (Bid Information and Distribution System). Bids are permitted for any equipment or vehicle purchases on items priced from \$15,000 to \$150,000. This process would override the formal bidding process and procedures listed above.

SECTION IV –P.O. AMENDMENTS

Purchase Order Amendments:

A purchase order amendment shall be required when an amendment to an existing purchase order is necessary. If the amendment is less than 5% or \$500 (whichever is less) then the amendment will be automatic, meaning that the Finance Department will pay the invoice if all the required documents are provided in the check request. If the amount is greater than 5% or \$500 (whichever is less) and exceeds the original amount of appropriation, then the approval process must be initiated again.

SECTION VI - SOLE SOURCE PURCHASES AND LOCAL VENDOR PURCHASES

Sole Source Purchases:

It is the policy of the City of Louisville to recognize and solicit quotes. Sole source purchases may be made if it has been determined 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. These purchases should be used if it is in the best interest of the City.

Purchase in the amount of \$2,500 to \$4,999:

Justify the sole source purchase and attach to the purchase requisition.

Finance Department will review the requisition and justification for the sole source purchase. If the sole source justification is approved by the Finance Director, a purchased order will be issued. If the purchase is unwarranted, two (2) more telephone quotations are required.

Purchase in the amount of \$5,000 or more:

Prepare a memorandum to the City Manager justifying the sole source purchase.

Bidding procedures may be waived by the City Manager when it has been demonstrated that the requested goods or services are a sole source purchase.

If the sole source purchase has been approved by the City Manager, a requisition must be submitted to the Finance Department. If the sole source purchase is not approved, the department shall obtain additional bids or quotes in compliance with this Policy.

Local Vendor Preference:

To encourage purchasing within the City of Louisville, it is the policy of the City of Louisville to recognize and solicit quotes from local vendors. Whenever such local sources exist and are competitive, purchases may be made from local vendors; however all purchasing ordinances and policies as well as any other city award factors still apply. To be considered within this policy, local vendors must have a current valid business registration or sales tax license on file with the City of Louisville.

Bids may be awarded as deemed appropriate solely within the discretion of the City, to local vendors providing their proposal or quote is within 5% or \$500 (whichever is less) than the lowest bid.

In an event where it may be prohibited as a condition of any grant, or violation of law, the local vendor preference may not be applied.

Purchases During Emergency or Disaster Conditions:

In the event of local disaster declared by the City pursuant to C.R.S. (Section 24-32-2109), the City shall comply with this Purchasing Policy to the extent practicable. Purchase orders, requisition forms, and other forms required herein for the purpose of authorizing and acquiring goods or services necessary for the immediate preservation of health and safety may be ratified after acquisition when a delay in acquiring the goods or services will cause immediate risk to

health and safety. Goods and services necessary for the immediate preservation of health and safety during the event of a local disaster shall no require compliance with bidding or advertising requirements set forth in this Policy, and may be awarded on a sole-source basis.

SECTION VII - RECEIVING PROCEDURES AND CHECK REQUESTS

Receiving Procedures:

1. It shall be the responsibility of the receiving department/division to ensure that goods and services are received as ordered and in good condition. Upon receipt of merchandise, check quantity, quality, and any specifications such as model number, etc. to ensure that the goods have been received as indicated on the packing slip and as ordered on the Purchase Order.
2. If the goods are faulty or damaged, notify the vendor and Accounts Payable immediately. If damage is concealed or not noticed at time of delivery, leave all boxes and packing lists intact and notify vendor immediately.
3. It shall be the responsibility of the receiving department/division to inform Accounts Payable of the delivery and acceptance of an order by submitting the receiving documents with the check request for payment.
4. It shall be the responsibility of the receiving department/division to inform Accounts payable when full or partial payments are authorized.
5. All invoices shall be mailed by the vendor directly to the purchasing department.
6. The receiving department shall be responsible for notifying the vendor of any goods received that are not in compliance with the terms of the Purchase Order and any damaged goods.
7. Receiving documents must be signed off by a departmental manager.

Check Requests:

Check request forms are used to request payment for materials or services. Check requests will be granted on the following circumstances:

- Checks will be cut in accordance with the Accounts Payable schedule
- Original invoice must be attached
- All receiving documents must be attached
- All requests must be signed by the department director and Finance
- P.O. must be referenced if applicable

SECTION VIII - PURCHASING CARD PROGRAM

The purpose of the Purchasing Card Program is to streamline and simplify the requisitioning, purchasing and payment process for small dollar transactions. The Program is designed to shorten the approval process and reduce the paperwork of procurement procedures such as purchase orders, petty cash, check requests and expense reimbursements. The goal of the Program is to:

- Reduce the cost of processing small dollar purchases
- Receive faster delivery of required merchandise
- Simplify the payment process

Card Issuance:

The cardholder will complete a cardholder application form, which will then be signed by the supervisor and the Purchasing Card Administrator (the Finance Director, or designee). By signing the application form, the cardholder agrees to adhere to the guidelines established in the Cardholder Agreement. The cardholder is the only person entitled to use the card and the card is not to be used for personal use. Use of the card for personal use may result in discipline up to and including termination. As each purchasing card is linked to a specific cost center and individual employee, the card cannot be transferred from one employee to another.

Limitations and Restrictions:

There are different credit limits to each card. There also is a single transaction limit placed on the card, which means the card will be declined if the cardholder attempts to purchase more than this set amount at one time. A purchase may not be split to avoid the single transaction limit.

The Purchasing Card Program also allows for Merchant Category blocking. The only Merchant Category that is blocked is "Other" which includes gambling, casinos, bowling alleys and some other entertainment. If the cardholder attempts to use the card at such a merchant, the purchase will be declined.

All requests for changes in limitations and restrictions must be made through the cardholder's supervisor to the Purchasing Card Administrator.

Authorized Purchases:

The Purchasing Card Program is intended for travel, maintenance, repair, operating and other low value purchases needed during the course of business. These purchases may include:

- Books and subscriptions
- Computer supplies
- Daytimers and calendars
- Professional membership dues
- Seminars, classes or registration fees
- Hardware and tools
- Spare parts
- Miscellaneous supplies
- Travel costs (except meals)
- Equipment Rental

Unauthorized Purchases:

- Items for personal use
- Any single transaction exceeding transaction limits
- Fuel for personal vehicle
- Items requiring a requisition and purchase order
- Capital goods
- Leased equipment
- Dividing an order to satisfy authorized transaction limits
- Purchase or travel outside of the United States

Lost or Stolen Cards:

Keep the Purchasing Card in a secure location. It needs to be accessible only to the cardholder. **If the Purchasing Card is lost or stolen, notify the Program Administrator immediately at 303-335-4507.** The Program Administrator will follow up through written notice of the lost or stolen card. Only through both the verbal and written notice is the liability for unauthorized purchases reduced for the City of Louisville.

Reconciliation and Payment:

All transactions processed during the weekly cycle will be indicated on a monthly statement of account. During the cycle, cardholders are responsible for submitting their statements with receipts **within 5 working days** with the activity and reporting category information to the Program Administrator. The Program Administrator will audit your receipts with the statement and authorize the payment and the accounting codes.

Cardholders are to review the monthly statement of account for accuracy, including transactions, amounts, and provide accounting codes. The cardholder shall then sign the audit stamp on the goods or services received line and forward the statement to the supervisor to approve for payment. The statement shall be returned to the Program Administrator within 5 working days to expedite payment.

Charges will be expended to the cardholder's department by Program Administrator using the account information on the statement provided by the cardholder.

Disputed or Fraudulent Charges:

If there is a discrepancy between the records and the statement, the issue needs to be addressed immediately. Depending on the type of discrepancy, the cardholder will need to contact either the merchant or your Program Administrator to resolve the disputed transaction.

If the cardholder believes the merchant has charged the account incorrectly or there is an outstanding quality or service issue, the first contact shall be with the merchant to try to resolve the error or problem. If the matter is resolved directly with the merchant, and the error involved an overcharge, a credit adjustment should be requested and to appear on the next statement.

If the merchant disagrees that an adjustment is necessary, the cardholder should immediately contact the Program Administrator who will work to resolve the dispute. If the dispute is not resolved to the cardholder's satisfaction, and the cardholder believes that he or she has been unfairly treated by the merchant, the cardholder must notify the supervisor with the relevant details.

Any fraudulent charge, i.e., a charge appearing that was not authorized, must be reported immediately to the Purchasing Card Administrator. Prompt reporting of any such charge will help to prevent the company from being held responsible.

Sales and Use Tax:

The City of Louisville is tax exempt. The sales tax exemption number is printed on the front of the card. If you happen to pay tax on a purchase, you will be responsible to reimburse the City of Louisville for the taxes paid.

Loss of Privileges:

Failure to comply with the requirements of the User Manual will result in immediate revocation of the Purchasing Card privileges. Privileges can be restored **one time only** after a six-month waiting period following the loss of privileges. The restoration of privileges must be requested by the department director and will require a new Purchasing Card User Agreement. Any subsequent loss of privileges will be permanent.

SECTION X - DEFINITIONS

Capital Asset: Tangible property, including durable goods, equipment, buildings, installations, and land valued at \$5000 or more.

Capital Improvement Projects (CIP) – Any project to build, alter, regulate or maintain: Necessary public buildings, streets and alleys, public parks and facilities, municipal utilities, sidewalks, highways, parks or public grounds.

Capital Outlay – Expenditures which result in the acquisition of or addition to capital assets (\$5,000 or more).

Capital Projects – A project that is budgeted in capital accounts.

Cost of Operations – Expenditures categorized as supplies or contractual services; non-capital.

Emergency conditions - Situations in which the health, welfare, and/or safety of employees or the public are endangered, or to effectuate a savings. This includes those instances when immediate repair to City property, equipment, or vehicles is necessary under the aforementioned circumstances.

Encumbrances - An amount of money committed and reserved but not yet expended for the purchase of a specific good or service.

Expenditures – Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

Over budget expenditures - Expenditures which have exceeded the total amount budgeted in a given department.

Professional Services – Those services within the scope of the practice of architecture, engineering, professional land surveying, and industrial hygiene, legal counsel, financial advisers, and banks.

Purchase Order – A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

Retainage - A portion or percentage of payments due for work completed on a contract that is held back until the entire job is completed satisfactorily.

Services – The furnishing of labor, time or effort by a contractor not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. The term does not include professional services as previously defined.

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

Surplus Property - Materials and equipment which are no longer necessary to City operations, obsolete, and/or excessively expensive to maintain.

Unbudgeted expenditures - Expenditures for which no funds have been budgeted.

APPENDIXES

QUICK REFERENCE GUIDE

APPENDIX A – PETTY CASH PURCHASE REQUISITION FORM

APPENDIX B – PURCHASE REQUISITION FORM

APPENDIX C – PURCHASE ORDER FORM

APPENDIX D – CHECK REQUEST FORM

APPENDIX E – PURCHASE CARD USER AGREEMENT

APPENDIX F – TRAVEL PRE-APPROVAL REQUEST FORM

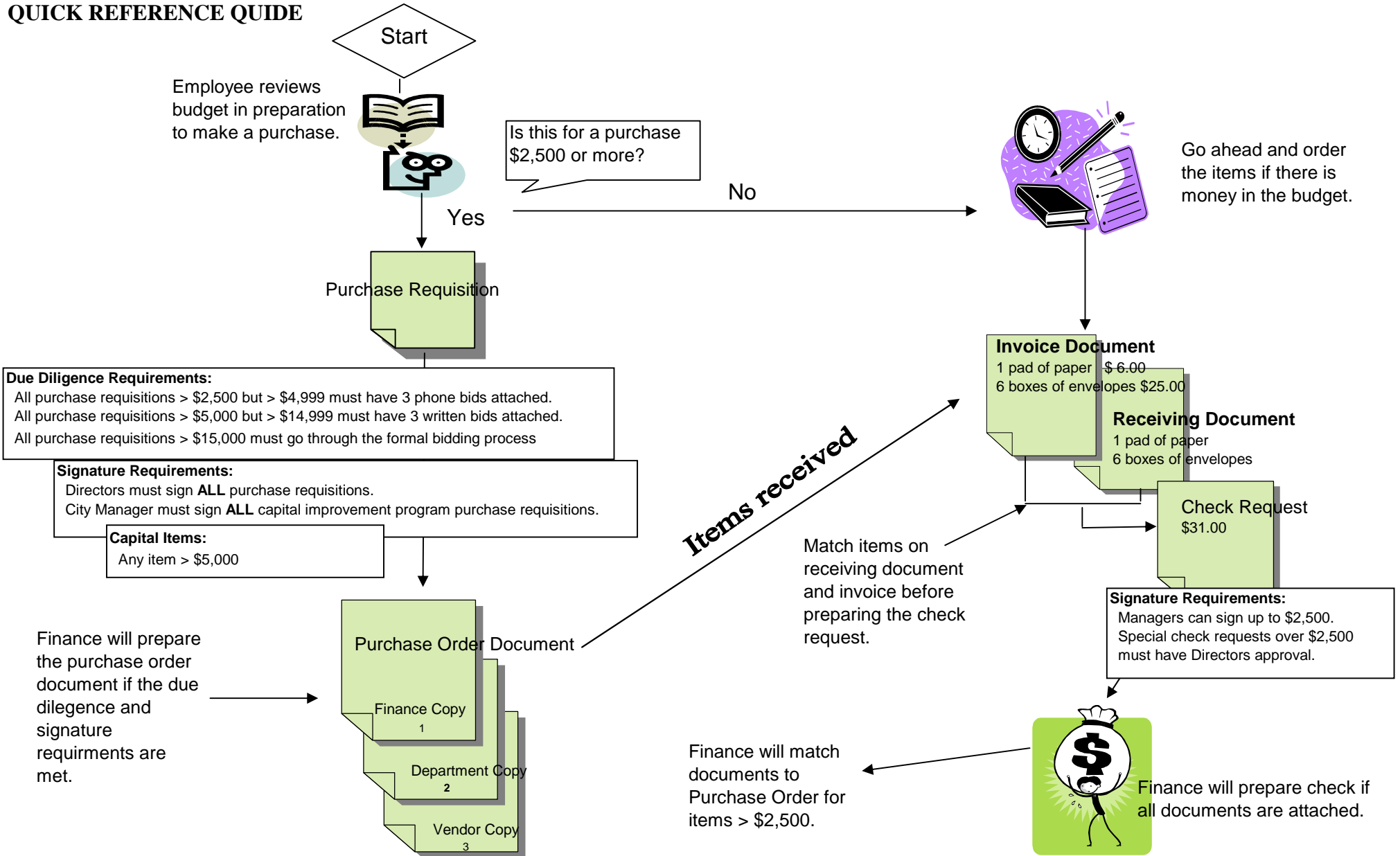
APPENDIX G – EMPLOYEE EXPENSE REPORT FORM

AMENDMENT TO SECTION II – PURCHASE ORDERS (P.O.)**Blanket Purchase Orders:**

On 5/10/07, the Interim City Manager Heather Balsler approved an increase in the blanket purchase order for chemicals and street supplies used in the maintenance of the water and wastewater treatment plants and street maintenance to a cumulative dollar amount no greater than \$50,000 encompassing more than a single purchase. All the following requirements will apply to the blanket order:

- Blanket purchase orders are issued in situation where multiple items are being purchased from one vendor or where one item is being purchased from multiple vendors.
- No single line item listed on the blanket purchase order shall exceed \$15,000, nor shall any capital item be purchased through a blanket purchase order.
- Blanket purchase orders may be issued for an established dollar amount and item price for a period of one (1) to twelve (12) months; however, all blanket purchase orders will expire on December 31st of any given year.
- Expenditures charged to a blanket purchase order may not exceed the total amount for which the blanket purchase order was issued.
- Annual quotations obtained for blanket purchase orders are valid for one year unless the prices increase by more than 5% from the original quotes. If that occurs, new quotations must be obtained from vendors at that time.

QUICK REFERENCE GUIDE



APPENDIX A

Petty Cash Purchase Requisition

___ Cash Advance

___ Purchase/Reimbursement

Date: _____

Petty Cash Paid To: _____

Description: _____

Account #: _____

Amount: \$ _____

Requested by: _____

Department Approval: _____

Finance Approval: _____

CITY OF LOUISVILLE

749 Main Street
Louisville, CO 80027

DATE: 06/20/2006

VENDOR: True Value Hardware

350 Hardware Boulevard
Orlando, FL 32801

PURCHASE ORDER

#06-000264

P.O. number must appear on all invoices and packages

SEND INVOICES TO:	City of Louisville ATTN: Accounts Payable 749 Main St. Louisville, CO 80027
----------------------------------	--

SHIP TO: Main Receiving

749 Main Street
Louisville, CO 80027

COMMENTS:

All Invoices must include a valid Purchase Order number and the packing list or bill of lading number referencing the shipment.

QUANTITY	UNIT	VENDOR PART	DESCRIPTION	DELIVER BY	UNIT PRICE
200.00	EA		NIPPLE, 1/2" x 3"		\$0.83

TOTAL: \$ 166.00

AUTHORIZED SIGNATURE

DATE

PURCHASING CARD USER AGREEMENT

I agree to the following regarding the use of the Purchasing Card System at the City of Louisville.

I understand that I am making financial commitments on behalf of the City of Louisville and will strive to obtain the best value for the City of Louisville.

I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for others or myself.

I have been given a copy of the Purchasing Card User Manual, received the training and understand the requirements for Purchasing Card use.

I will follow the established procedures for use of the Purchasing Card. Failure to do so may result in either loss of privileges or other disciplinary actions, including termination of employment.

I agree that should I violate the terms of this Agreement, I will reimburse the City of Louisville through a payroll deduction on my paycheck. If the costs incurred exceed my paycheck, I will be responsible for the remaining charges and any fees related to the collection of those charges.

I understand if the Department Director determines a purchase was inappropriate, I will reimburse the City of Louisville through a deduction on my paycheck. If the costs incurred exceed my paycheck, I will be responsible for the remaining charges and any fees related to the collection of those charges.

I understand that failure to report a lost or stolen purchasing card any cause a liability for the City of Louisville. I will immediately notify the Bank and the System Administrator of a lost or stolen card. Failure on my part may cause me to be liable for unauthorized purchases and will result in losing purchasing card privileges.

Employee Name and Number (print)

Employee Signature

Supervisor Signature

Date

Date



City of Louisville
Travel Pre-Approval Request

Employee Name _____

Vendor # _____

** Please attach copy of conference/seminar brochure.

Travel Arrangements

Transportation

Lodging

Car Rental

Method	_____	Hotel Preference	_____	# Days	_____
Departure Date	_____	# Nights	_____	Pick up Date	_____
Return Date	_____	Check in Date	_____	Return Date	_____
		Check out Date	_____		

Per Diem Request

Reason for Travel _____
 Location _____
 Dates of Attendance _____

Per Diem Amt for Destination*	\$ _____ -	x	Number of Full Days**	_____	=	\$ _____ -
Per Diem Amt for Destination*	\$ _____ -	x	Number of Partial Days**	_____ x .75	=	\$ _____ -
					<u>Total</u>	\$ _____ -

G/L Account Number _____ - _____ - _____ - _____

* The per diem amount is not to exceed the IRS approved rate designated for your travel location. Total amount is calculated by multiplying the daily per diem amount approved for your destination by the number of days travel.

** If travel begins after 7am or ends before 7pm or a meal is included in conference count day as partial.

1 Employee

3 City Administrator/Department Director

2 Supervisor

4 Finance

All overnight travel must be preapproved. Use this form to also request the per diem for meal and incidental expenses.

All lodging, airfare, and car rental expenses are arranged through the City's authorized travel agency.



CITY OF LOUISVILLE
EMPLOYEE EXPENSE REPORT

Employee Name _____ Vendor # _____ Date _____

Dept/Div _____ Account Number _____

Date	Description of Travel And/Or Expense	Meals (To Be Reimbursed)	Use of Personal Vehicle		Misc. (Receipts (Required)
			0.445 # Miles	per mile Total	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Totals		\$ -	0	\$ -	\$ -

GRAND TOTAL \$ -

(1) Employee Date

(3) Department Head Date

(2) Supervisor Date

(4) Finance Date