

CITY OF EMPORIA PURCHASING MANUAL

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1.1 Purpose of Manual

The Purchasing Regulations manual, as established and approved by the City Manager, shall be a complete source of purchasing information and detailed procedures for centralized purchasing of all commodities, contractual services, and equipment. All City of Emporia employees should familiarize themselves with the regulations set forth and shall adhere to the procedures and practices established herein under normal circumstances. The City Manager and the Purchasing Office are aware that exceptions to purchasing procedures will appear on occasion, as needs and responsibilities change. The City Manager also reserves the right to waive regulations established in this manual if it is determined in the best interest of the City. The City Commission shall be notified by the City Manager of any exceptions to purchasing regulations.

This manual has been prepared to serve as an informative guide for those employees granted purchasing privileges in the name of the City of Emporia. Detailed explanations of departments responsibility and role in the procurement function are offered with this manual, as well as an overall summary of the entire purchasing process. Also included is a brief explanation of the Accounting system that will assist Department Heads and Supervisors in properly coding tickets and invoices.

The Purchasing Office is prepared to offer assistance to each and every department whenever needs arise. Proper planning by departments, with assistance from the Purchasing Office, will eliminate duplication of effort and increase city purchasing power by consolidating purchases and encouraging competition among vendors.

1.2 Centralized Purchasing

Centralized purchasing procedures provides an opportunity by which the City of Emporia may maximize financial resources through the use of sound procurement practices. The City of Emporia Centralized Purchasing office shall embody the following principles:

1. Enhancement of managerial capabilities through centralized authority over purchases.
2. The philosophy of purchasing goods and services at the appropriate time, at the proper quantity and quality, at the best price.
3. The stimulation of competition for City purchases, through a variety of methods; including minimizing the number of emergency purchases, proper planning, and the gathering of price quotations or bids.
4. The establishment and maintenance of cordial relationships with vendors.
5. Centralized control over central storerooms.

6. A reduction in the amount of paperwork and clerical effort required from the departments.
7. The elimination of all avenues for potential abuse in public purchasing,
8. The efficient and effective use of the City of Emporia's financial resources.

2.1 Emergency Situations

It is recognized that emergency situations occasionally arise in City operations. In emergency situations it is up to the judgement of the highest authority personnel on hand to make a responsible decision regarding obtaining required goods and services. It is recognized that a responsible immediate decision may preclude excessive costs at a later date and in some situations even save individual lives. All personnel of the City are charged 'With the responsibility to determine if an emergency situation exists and to make those decisions if efforts made to obtain the proper authority are unsuccessful. True emergencies are situations which require parts and labor necessary for repairs to equipment which must be kept operating, if a delay in obtaining required goods or services would create an economic hardship or personal hazard

Any purchases made outside of normal purchasing procedures must be reported to the appropriate authority and to the Purchasing Office as soon as is reasonably possible. A requisition should be submitted to the Purchasing Office if the purchase is during regular working hours. If the purchase is made at night, on weekends, or holidays, a requisition is to be submitted on the first work day following the purchase.

Improper planning is not a justification for emergency purchases. Plan ahead for all situations that may occur in the normal course of daily or seasonal work patterns.

2.2 City Manager

The ultimate responsibility for all purchases for the City of Emporia is held by the City Manager. The City Manager shall establish the rules and regulations for the purchase and procurement of all goods and services which shall be followed by all City employees. The City Manager possesses the sole authority for any deviation from purchasing regulations. If improper purchasing practices or discretion may happen to appear, the City Manager may invoke disciplinary actions upon the individual, division, and/or department. Disciplinary action may be in the form of restricted purchasing privileges, restitution, suspension, termination, or any other form deemed appropriate by the City Manager. Normal purchases amounting to \$1,000.00 or more shall be approved by the Office of the City Manager. All capital outlay or improvement projects that total ten thousand dollars or improvement projects that total five thousand (\$10,000.00) or more must be approved by the City Commission, unless the City Manager determines that it is in the best interest of the City to immediately obtain the goods or services. The City Manager shall inform the City Commission of any such exceptions as soon as is reasonably possible.

The City Manager shall also make the City Commission aware of all purchases of non-routine items with an aggregate total exceeding ten thousand dollars (\$10,000.00).

The City Manager and Assistant City Manager shall encompass the office of the City Manager. The Assistant City Manager shall work within the purchasing parameters established by the City Manager.

2.3 Purchasing Officer

The Purchasing officer is appointed by the City Manager and shall work under the direction of the office of the City Manager. The Purchasing Officer shall be responsible for the daily operations of the Purchasing Office. The Purchasing Office shall:

1. Assist departments in planning purchases for submission of annual budget.
2. Coordinate the purchasing process with the user department and the ultimate vendor.
3. Act as the central purchasing Officer of the city.
4. Be knowledgeable of the needs for each department.
5. Maintain a vendor and/or bidder list and make source selections consistent with city policy.
6. Represent the City on all disputed bills, terms, acceptableness, etc.
7. Issue Purchase Orders.
8. Recommend purchasing rules and regulations for establishment by the City Manager.

The Purchasing Officer may only approve those items which are routine and/or repetitive purchases and are from established vendors.

2.4 Department Heads

Department Heads are given the responsibility of ensuring that all personnel in their department are knowledgeable of and fully understand purchasing procedures established by the City Manager. By following the requirements established within this manual, department heads may be able to make better use of budgeted funds for their department. Through proper planning of purchases, as to allow the Purchasing Office sufficient time to obtain proposals, quotations, or bids with an allowable lead time for delivery, departments will be able to realize savings through competition between vendors and the departments will not be faced with shortages of commodities and materials.

Department Heads shall be granted the authority to approve purchases costing one thousand dollars (\$1,000.00) or less, if proper purchasing procedures have been adhered to and purchases are routine in nature.

The following goods and services must be approved by the City Manager's office:

1. All non-routine purchases.
2. All capital outlay or improvement projects.
3. Uniform or clothing purchases.
4. Chemical purchases.
5. Contracts that will represent the City of Emporia.
6. Insurance.
7. New vendor purchase requests.
8. Printing projects.
9. Other items consistent with policy and/or practice of the City Manager.

A Department Head may approve purchases in excess of the established limit in an emergency situation. Any purchases made outside of normal purchasing procedures must be reported to the City Manager and to the Purchasing Office as soon as is reasonably possible. If Department Heads have any questions concerning procurement procedures, the Purchasing Office encourages questions and is prepared to offer assistance. It is the responsibility of the Purchasing Office to work closely with requesting departments when technical information is required to ensure that adequate equipment or services are obtained. The requesting department shares the responsibility of not overspending annual budget limitations with the Purchasing Office and the Finance Office. It is for this reason that annual budget requests should be carefully formulated and reviewed.

2.5 Supervisors

Each Department Head has the authority of establishing purchasing regulations for Supervisors and other departmental personnel in addition to the regulations found within the Purchasing Manual. Minor purchases which are routine in nature and total less than five hundred dollars (\$500.00) may be obtained by Supervisors if the goods and services can be acquired from local vendors and fall within the regulations established by the Purchasing Manual and each respective Department Head. Employees picking up items are to put their signature and their City ID Number on the invoice. Invoices are also to be signed by the supervisor or department head (depending on the amount of the purchase), and coded according to the budget classification accounts found in this manual. Invoices must be turned in to the Department Head who will return the invoice to the Accounting Office on a daily basis. Through prompt attention of invoices and tickets, the City may take advantage of discounts and our bills can be paid to avoid late charges on neglected or mishandled tickets. Any damages or shortages on received

shipments should be noted on freight receipt. All deliveries should be carefully accounted for by supervisors.

A Supervisor may approve purchases in excess of the established limit in an emergency situation. Any purchases made outside of normal purchasing procedures must be reported to the appropriate Department Head, or if he or she is not available, to the City Manager, and to the Purchasing office as soon as is reasonably possible.

Department Heads may authorize their personnel to purchase items up to the amounts specified in this Policy. Accounting will maintain a list of personnel authorized to make purchases. It is the responsibility of Department Heads to make additions or deletions to that list as needed

Any Department Head or Supervisor who may sample or test equipment, uniforms, chemicals, etc., for the purpose of judging its suitability or fitness in advance of a purchase, shall notify the Purchasing Office upon receipt. The Department sampling or testing goods or materials should inform vendors that the City shall not be responsible for any items delivered for testing or demonstration purposes and will not be obligated to purchase any items.

2.6 Employees

Each Employee has the authority to make minor purchases which are routine in nature

and total less than one hundred dollars (\$100. 00) from established local vendors. When making purchases, the employee is to put their signature and their City ID Number on the invoice. Invoices are also to be signed by the Supervisor and coded according to the budget classification accounts found in this manual. Invoices should be turned in to the employee's Supervisor, who will forward the invoice to the Accounting Department.

3.1 Order Request

If properly utilized, the order requisition can save all departments within the City time, money and duplication. The order request informs the Purchasing office of the needs of the requesting department. The request form enables the Purchasing Office to begin the procurement process for the fulfillment of the purchase. The request also allows the City Manger to ensure that the necessary budget authority and funds exist. The order request should be viewed as an aid in proper planning By going through proper procedures, departments can expedite the entire process and also avoid the always expensive impulse and/or emergency purchase.

3.2 Anticipation of Needs

Requesting departments should prepare requests far enough in advance so ordinary purchases do not become emergencies. By planning and forecasting purchases in advance, the Purchasing Office, vendors, and the requisitioning department can realize all the advantages of soliciting competitive quotations, bids or proposals. Needed delivery dates on goods and services vary greatly and order requisitions should be prepared accordingly. Departments need to be aware that unnecessary work delays could be created if order requests aren't initiated in advance to ensure proper purchasing procedures are accommodated and needed delivery dates are met. The Purchasing office will maintain seasonal purchasing information to assist departments in receiving goods and services in advance of need dates. If questions should arise concerning delivery of goods or services, the department should check with the Purchasing Office, especially if the required purchase is from an out-of-town vendor.

Proper planning is essential in purchases over \$10,000. As stated in Section 4.4 of this manual; "All Department Heads must plan purchases over \$10,000 a minimum of six (6) weeks in advance of needed delivery date. Part of the planning for these purchases should include working with the Purchasing Office in determining the actual long term cost of a purchase. The Purchasing Office shall keep a "Total Item Cost" form on file which can be used as a guide for various purchases. This form (Figure A) can be adapted to summarize all the accompanying costs to any particular purchase.

3.3 How to Request

Any department or division needing to make a purchase shall properly prepare an order request form (Figure B) in complete detail. This request, should reflect as much information that is known by the department, including the following:

1. Date of request.
2. Department making the request.
3. Division making the request.
4. Authorized person making request.
5. Date required for delivery of goods or services.
6. Location for delivery of goods or services.
7. Budget Account Number (see Accounting section).
8. Quantity of requested items.
9. Part, serial, model, catalog, etc., number to ensure proper items are received.

10. Brief description of items.
11. Object Account Number (see Accounting section).
12. Estimated price.
13. Preferred vendor for requested goods or services, including complete address and telephone number.
14. Brief justification for requested goods or services.
15. Department Head shall (/) the appropriate box indicating an emergency or regular purchase request.
16. Signature of appropriate Department Head

After the order request is accurately and fully completed, the requesting department shall submit the document to the Purchasing Office. The Purchasing Office will be responsible for Promptly completing the document upon receipt, as follows:

17. Purchase Order number as assigned by the Purchasing Office.
18. Unit price as obtained by Purchasing Office.
19. Extended price as obtained by Purchasing Office.
20. Information to be submitted by the Purchasing Office to assist the Office of the City Manager.
21. Purchasing Office shall check the appropriate box indicating an emergency or regular purchase request.
22. Signature of Purchasing Officer.
23. Signature from the Office of the City Manger.
24. If request is approved, name and address of vendor awarded contract.
25. Action taken by Purchasing Office to facilitate the transaction.

On occasion, it may be necessary that a Supervisor or Department Head place an order without initiating a request. If the purchase may be made within the proper purchasing process, within the proper purchasing authority, and a ticket or invoice may be forwarded immediately to Accounting, it is not necessary that an order request be submitted. If an order is placed, but the goods or services may not be immediately realized, an order request should be submitted stating the date, method and justification of the purchase. Generally, departments should advance an order request for all items purchased from out-of-town vendors. State of Kansas accounting regulations require that all purchases shall be reported upon transmission of an order so funds may be encumbered to honor the expenditure. By informing the

Purchasing Office of all orders, the City may adhere to proper accounting procedures and also ensure that deliveries be routed to the appropriate location.

3.4 Processing of Order Request

By the Departments:

1. All order requests must be signed by respective Department Head before any action may be taken by the Purchasing Office.
2. The signed order request is forwarded to the Purchasing Office from the requesting department.
3. If a specific product is desired, the item should be clearly described, including model number, color and other relevant details, by the person making the request.

By the Purchasing Office:

1. The Purchasing Office locates responsible vendors and obtains prices through bids or quotations.
2. The Purchasing Office will consult with the Assistant to the City Manager to ensure an availability of budgeted funds exists in the account.
3. Upon presentation of the request form, the Office of the City Manager may authorize or reject the purchase request.
4. If approved, the Purchasing Office will issue a Purchase Order for the item(s) authorized. This document informs the Accounting Office that funds are being encumbered. The Purchase Order also informs the vendor that the City is requesting that designated goods or services be supplied according to specific terms. This form will assist the City in disputed charges or follow-up on orders.
5. A copy of the order request shall be filed in the Purchasing Office, accompanying a copy of the approved Purchase Order,
6. The Purchasing Office is responsible for notifying the requesting department when an order is placed. If the Order Request is not approved, it is the responsibility of the Purchasing Office to notify the employee who made the request.

4.1 Quotations

All Department Heads must plan in advance their regular budgeted purchases of one thousand dollars (\$1000.00) or more so that quotations, proposals, or bids may be obtained by the Purchasing Office. Award of proposals or quotations will be given to the most responsible and qualified vendor, with the best price.

Quotations may be obtained by the Purchasing Office in the following manner:

1. In person.
2. Over the phone.
3. Written quotation as per "Request for Quotation"
4. Fax quotes are acceptable and preferred.

4.2 Sealed Bids

A. Conditions for Use.

Contracts or purchases for capital outlay or improvement projects that exceed ten thousand dollars (\$10,000.00) shall be awarded by the City Commission through a competitive sealed bid process, unless the City Manager determines that the method may not be in the best interest of the City.

B. Public Notice.

Invitation for Bids that will be awarded by the City Commission shall be mailed to prospective bidders by the Purchasing Office and shall be published in the official City newspaper, allowing a reasonable amount of time to prepare and return bids. Written notice shall be given to all qualified prospective bidders who have completed an "Application for Placement on the City of Emporia Bid Vendor List". (Figure D)

C. Bid Opening.

All sealed bids shall be delivered at the time and day designated in bid information.

Bids shall be publicly opened by the office of the City Manager at the time and date designated. The City representative shall announce the bidders and bid amounts and state the date and provisions for awarding of contract.

D. Award.

All bids shall all be tabulated by the Purchasing Office for review by, the user department, the City Manager, and the City Commission. The Purchasing Office and responsible Department Head shall recommend to the City Manager the most responsible bid at the best price.

The City Commission may accept and/or reject any or all bids and shall award the bid that shall be most advantageous to the City, taking in to consider price and other evaluation factors as presented by the City Manager.

E. Bid Performance Bonds.

Specifications may stipulate that each bidder must submit with the bid a cashier's check, certified check, or bid bond by a cooperate company licensed to do business in the State of Kansas in an amount not less than five percent (5%) of the total bid This requirement will be surety that the bidder, if successful, will enter into the contract.

Successful bidders may be required to furnish a performance bond equal to one hundred percent (100%) of the amount for the contract. The performance bond is surety that the successful bidder will satisfactorily comply with the terms of the contract.

F. Alternate Bids.

Alternate bids may be required whenever it is deemed desirable or necessary by the City Manager.

G. Correction or Withdrawal of bids.

Correction or withdrawal of bids after opening may be allowed to the extent permitted by the City Manager.

H. Pre-Bid Conference.

The Office of the City Manager may notify prospective bidders that a conference has been scheduled in an attempt to clarify for vendors the intention of bid specifications and expectations. Conferences may be scheduled before or after invitations to bid have beer issued The pre-bid conference is an attempt to facilitate that accuracy and comprehensiveness of the bid process.

I. Fax Usage.

Faxed sealed bids are not recommended but are acceptable under the following conditions: Faxes are to be sent to the City Manager's Office at (316) 343-4254; faxes are to be clearly marked "bid for Purchasing", and the product being bid on. The City Manager's Office will immediately secure the bid in a sealed envelope. The envelope will be clearly marked what the bid is for and be delivered to the Purchasing Office. Remember, use of the fax in these instances could compromise the secrecy of the pricing, and compromise the integrity of the "bid" process, so act accordingly.

4.3 Competitive Sealed Proposals

A. Conditions for Use.

Competitive sealed proposals may be issued when it is necessary to provide an opportunity for reasonable price analysis, based on technical or qualitative evaluation factors. Generally, competitive sealed proposals shall be used when the purchase is for technical equipment or specialty items, complex, professional or trade services, or the purchase of nonstandard items.

B. Evaluation Factors.

Proposal evaluation criteria should measure how well each vendor meets the desired performance requirements established before proposals are received. Final consideration for awarding of contract shall not be based solely on price. A combination of price, quantity and/or quality offered, and capacity to fulfill all requirements of the contract.

C. Discussion After Proposal Opening.

Post-opening discussions of proposals with vendors shall be allowed. Final agreement or terms may be negotiated under a proposed contract.

D. Fax Usage.

Faxed sealed proposals are not recommended but are acceptable under the following conditions: Faxes are to be sent to the City Manager's Office at (316) 343-4254; faxes are to be clearly marked "bid for Purchasing", and the product being bid on. The City Manager's Office will immediately secure the bid in a sealed envelope. The envelope will be clearly marked what the bid is for and delivered to the Purchasing Office. Remember, use of the fax in these instances could compromise the secrecy of the pricing, and compromise the integrity of the "bid" process, so act accordingly.

4.4 Purchases over \$10,000

All Department Heads must plan purchases over \$10,000 a minimum of six (6) weeks in advance of needed delivery date. The best way to ensure proper planning is to contact the Purchasing Office for estimated delivery time and other information.

These Purchases shall generally be made only on a sealed bid or quotation basis, subject to the discretion of the City Manager, and the following procedures will be observed:

1. A personal invitation to bid or supply a quotation will be mailed to all qualified companies on the vendor/bid list.
2. All bids or proposals will opened at the time and place stated.

3. Bids will be opened by the City Manager, or a representative of the office, and tabulated as read. A tabulation sheet with all proposals will be made available to each vendor.

4. A recommendation will be made by the Purchasing Officer, Department Head, or other personnel, and shall be presented to the City Manager. If the City Manager approves the recommendation, the bid is presented to the City Commission for authorization. The City Manager may approve the purchase if deemed to be in the best interest of the City and shall notify the City Commission of any waiver of purchasing regulations.

4.5 Professional Services

Services that may be considered complex or technical in nature that are required by the

City, must be approved by the City Manager or the City Commission. The City Manager shall have the responsibility of determining selection criteria, evaluation factors, and method of awarding contracts. Evaluation criteria shall include, but not be limited to, price, ability to perform, experience, technical expertise, and availability.

4.6 Professional Trade Work

Professional trade work may include but not be limited to building, mechanical, electrical, and plumbing.

Professional trade work will be split into 4 sections:

- A. New Construction and Repairs less than \$1000
- B. New Construction and Repairs between \$1000 and \$10,000
- C. New Construction and Repairs over \$10,000
- D. Maintenance Contracts

New Construction and Repairs less than \$1000 will fall under the department head's authority to obtain these services.

New Construction and Repairs between \$1000 and \$10,000 shall require written competitive quotes as described in Section 4.3 of the Purchasing Manual.

New Construction and Repairs over \$10,000 shall require sealed bids as described in Section 4.2. Maintenance Contracts may be used for acquiring ongoing maintenance on specific groups of items that can be easily identified and competitively bid. Maintenance Contracts could include such items as electrical maintenance on traffic control signals, repair of the public safety radio system, and plumbing

services for main to meter repair. Maintenance Contracts will be issued, if possible, on a two year contract with a one year extension through mutual consent of both the City and the contractor.

4.7 Irresponsible Vendor

Any vendor who fails to comply with the terms of an awarded bid, quotation, Purchase Order, or the required specifications contained within the bid, may be declared an irresponsible vendor upon the recommendation of the Purchasing Officer and approval of the City Manager. An irresponsible vendor may be purged from the Bid/Vendor List maintained in the Purchasing Office. Vendors will be notified by the Purchasing Office if they are removed from the Bid/Vendor List. Any vendor wishing to appeal this decision may request that the City Commission consider the matter at a formal meeting.

4.8 Local Vendors

The City Commission is conscious of the economic impact created by purchasing goods and services locally; therefore, the City reserves the right to award bids to local vendors if it is deemed to be in the best economic interest of the City.

5.1 Standard Specifications

Standard specifications should be established so maximum competition can be secured.

Specifications for each item should be definite and precise to eliminate the possibility of misunderstanding on the part of the vendor or the purchaser.

Specifications which call for only one "brand or trade name" item to be furnished shall not be issued unless prior approval is granted by the Office of the City Manager. Such brand names may be used to establish acceptable or minimum standards that all vendors must meet or exceed.

5.2 Preparation of Specifications

It is the responsibility of the Purchasing Office to work closely with the requesting Division Supervisor and/or Department Head to ensure that technical knowledge is obtained so specifications truly reflect the needs of the department. During preparation of specifications the Purchasing Office may also work closely with and use the expertise of appropriate vendors. All specifications shall be approved by the Office of the City Manager prior to issuance.

5.3 Sole Source Purchases

Order requests for any material or service which can only be supplied by a sole source should be accompanied with a written explanation fully justifying why conditions exist which require the item(s) to be purchased from only one vendor.

6.1 Purpose

The Purchase Order (Figure E) is an instrument designed to control, expedite, and confirm purchases for the City. Purchase orders should be used on all purchases which the aggregate total exceeds one thousand dollars (\$1000.00). Purchases of parts needed for immediate repair are the only exception to this, and are discussed in Section 7.

6.2 Purchase order Process

The Purchase Order is made up of three (3) copies, the original, accounting's and the vendors. Purchase Orders are issued as follows:

1. Upon approval of a requisition, the Purchasing Office will prepare a Purchase Order.
2. The Office of the City Manager may review and sign the document.
3. The Purchasing Office will send the signed form to the vendor and also a copy of the original to the Accounting Department.
4. A file will be maintained by the Purchasing Office for all issued orders. Follow-up of delayed deliveries or partial shipments can be improved by the filed orders.
5. Upon receipt of merchandise, the responsible department or division shall check the quality, etc., of the delivered item(s).
6. Departments should carefully test and inspect all items received. Any questions concerning received goods and services should be reported immediately to the Purchasing Office. Articles rejected should not be used by any department.
7. The department will forward a signed packing slip and any invoice, warranty, or other information enclosed to the Accounting Department. The Accounting Department should be notified of any partial shipments.

7.1 Repair parts

Parts required to repair equipment may be purchased by the City Maintenance Shop Supervisor if total Parts cost shall not exceed five hundred dollars (\$500.00). No Purchase Order number will be assigned to purchase repair parts totaling less than \$500.00. When the total parts required will cost between five hundred (\$500.00) and one thousand dollars (\$1,000.00), prior approval must be received from the responsible Department Head. Items requiring repair parts costing over one thousand dollars (\$1000.00) must be approved by the Office of the City Manager. Parts required for items whose original cost was less than five thousand dollars (\$5,000.00) shall be limited to twenty-five percent (25%) of their replacement cost unless approved by the Department Head.

7.2 Contractual Repairs

If City vehicles or equipment require maintenance or repair beyond the efficient and/or effective ability of the City Shop, the Shop Supervisor should provide the Department Head with an estimate of the cost for the repair. If the estimate amounts to five hundred dollars (\$500.00) or more, approval must be granted by the Department Head responsible for the equipment. If the most responsible estimate exceeds one thousand dollars (\$1000.00), approval must be obtained from the Office of the City Manager. Upon delivery of equipment to be repaired, the Shop Supervisor shall establish cost limitations for contracted repairs with the vendor. If required repairs exceed the approved estimate, the Shop Supervisor shall receive approval for proceeding with repair services from responsible Department Head and/or Office of the City Manager.

8.1 Office Supply Stock

The Purchasing Office shall maintain and adequately stock a central Office supply inventory. If a department is in need of Office supplies, the Purchasing Office should be notified of the items required. The Purchasing Office will be responsible for the delivering of requested supplies. If requested commodities are specialty items not normally stocked, the Purchasing Office shall be responsible for approval and purchase of the required materials.

9.1 Contractual Printing

All printing requirements shall be requested through the Purchasing Office. Departments that desire reproduction work shall initiate an order request for the printing required. The Purchasing Office will be responsible for determining the costs of producing the work in-house as compared to contracting for the project. The Purchasing Office will be responsible for obtaining quotations from printing firms for contractual printing projects.

10.1 Policy Statement

Use Of Credit Cards in the name of the City of Emporia will be minimized to the extent possible within the intent and scope of this policy, with Credit Cards obtained only upon justification of need It is not intended that every employee will have a Credit Card, nor that Credit Cards will be used on a widespread basis, The Purchasing Manager: (A) Is the focal point for Credit Cards; (B) Will receive and evaluate Credit Card request; (C) If warranted, will apply for any and all Credit Cards in the name of the City of Emporia; and (D) Will control distribution and maintain records of all such cards held by the City. Elected Officials and Employees having City Credit Cards issued to them are personally responsible for the proper use of the Credit Cards. Misuse of any Credit Card is sufficient basis for its prompt withdrawal/termination by the Purchasing Manager.

Participation in the Credit Card program provided herein allows City Employees to expedite the purchasing process for some of their needs. Care must be taken in the use of Credit Cards to ensure that all purchases are made, within the City of Emporia Purchasing Policies. Credit Cards may be used only for City business. Any use other than City business will be reimbursed by the person responsible for the misuse. The credit card program is not intended to replace the Purchasing Division. It will reduce the number of prepaid vouchers and small amount purchase orders as a form of procurement. The Purchasing Division must be used for all purchases discussed herein, and may be used for any purchase that the using department desires.

10.2 Accountability and Termination

A. Responsibility of the Purchasing Manager and the using Employee

1. The Purchasing Manager will: receive all credit cards and confirm that the cards have been requested or are valid replacements for approved cards; maintain records of all City credit cards; and cancel any credit cards determined to be no longer needed by the City.
2. Employees granted authorization to use credit cards will protect and safeguard issued cards to prevent misuse and loss of City property, ensure each person having access to issued credit cards understands the basis for use and the responsibilities assumed by such access; immediately advise the Purchasing Manager in writing of the loss of any credit card and the circumstances relating thereto; promptly investigate any instances of possible misuse of credit cards; ensure credit cards are retrieved from any person terminating City employment; and return any unneeded credit cards to the Purchasing Manager.
3. Prior to, and as a condition of, card issuance, each employee responsible for card usage shall sign a consent permitting the deduction of unauthorized charges from the employees wages. Card recipients must report, and document in writing, to the Purchasing Manager lost/stolen cards immediately to reduce City liability.

B. Termination

1. The Purchasing Manager will promptly terminate credit cards that are no longer needed, have been reported lost, or have been misused. The Purchasing Manager will also promptly terminate any and all credit arrangements of any employees establishing such arrangements without proper approval as outlined herein.
2. Employees may appeal termination by written request to the City Manager.

10.3 Procedures

A. How Credit Cards are Acquired:

1. Employees shall make application for credit cards to the Purchasing Manager, providing justification for the requested credit cards. The justification will include, as a minimum; the purpose of the cards being requested and the specific benefits to be derived, including any increased economics or efficiencies, and the desired credit limit. In making application for credit cards employees shall specifically consider the City policy of using only the minimum number of credit cards in each department to effectively and efficiently carry out city business.
2. Upon receipt of a request for credit card, the Purchasing Manager will evaluate the justification presented, and consult with others, as necessary, and advise the requesting employee regarding the outcome.
 1. If a positive outcome, the Purchasing Manager will discuss the credit limit necessary for the employee and will proceed to apply for the credit card
 2. If a negative outcome, the employee may appeal a decision to the City Manager.
3. Credit card use should generally be coordinated with the Purchasing Division.
 1. Cards should be used at vendors which will delete sales tax from the billing,
 2. Receipts for purchases shall be kept by the employee/department for reconciliation purposes.

B. How Credit Cards are Used

It is impossible to anticipate every situation encountered by a City department. Therefore, these guidelines should be applied on a conservative basis, consistent with normal business standards, with good judgement exercised wherever the policy is silent.

1. Employees shall follow the appropriate purchasing authorities as outlined in Section 2 of this manual.

2. Cards may be used to purchase such items (preferably local vendors) as: specialized office materials, books, travel expenses, etc

3. The following will generally be considered inappropriate uses of a credit card: any personal use; split purchases; Payments of any kind toward the purchase of an item; the purchase of projects; purchases circumventing any City contractual agreement; the purchase of anything normally carried in inventory, the purchases of such items as alcohol, weapons, or personal entertainment; circumvention of City purchasing policies.

C. How Credit Card Bills/Statements are Reconciled

Employees will be responsible for facilitating payment of monthly billings and shall ensure that credit card statements are promptly paid so that the City will never be responsible for paying any interest on charges.

1. Employees are responsible for ensuring that departmental funds are available when credit card charges are incurred and for monitoring expenditures within available budgets.

2. Receipts for purchases shall be kept by the using employee/department for reconciliation purposes.

11.1 General Statement

Any attempt to realize personal gain through public employment is a breach of public trust.

11.2 Gratuities

It is a breach of ethical standards for any person to offer, give or agree to give any employee or public official a gratuity or an offer of employment in connection with any decision or recommendation concerning a possible or actual purchase on behalf of the City of Emporia. Gratuities shall not mean pens, pencils, calendars, or other novelty items used as advertising meals or other meeting circumstances for the purpose of conducting or discussing official business, and totals less than fifteen dollars (\$15.00) in value.

11.3 Confidential Information

It shall be a breach of ethical standards for any employee or public official to knowingly use confidential information for personal gain, or the personal gain of others.

11.4 Purchases from Employees

A small number of employees have employment other than with the City of Emporia. If

an employee has the ability to furnish the City with goods or services outside of normal job description duties, the employee may apply to the Purchasing Office for inclusion in the vendors list. No employee may provide goods or services to the department in which they are assigned, unless approval is granted by the Office of the City Manager. All purchases from employees must be awarded on a competitive quotation, proposal, or bid basis.

12.1 Affirmative Action

The City of Emporia sets forth a policy to eliminate and prevent discrimination, segregation or separation because of race, sex, religion, physical handicap, color, national origin or ancestry, and to assure equal opportunities and encouragement of every person, regardless of race, sex, religion, physical handicap, color, national origin or ancestry, in securing and holding without discrimination, employment in any field of work or labor for which the person is properly qualified.

12.2 Contracts greater than \$5,000.00

Federal and State of Kansas laws prohibit discrimination, segregation and separation, and provide for equal opportunities and encouragement for every person regardless of race, sex, religion, physical handicap, color, age, national origin or ancestry. Kansas Statute 44-1030 requires that all contractors or vendors whose contract with the City of Emporia is in an amount greater than five thousand dollars (\$5,000.00), or any contract with a contractor or vendor who does not aggregate annual business with the City in excess of five thousand dollars (\$5,000.00) shall observe the provisions of the Kansas Act Against Discrimination.

As part of the City of Emporia's on-going commitment to goals of equal opportunity for all persons, the City shall require all vendors or contractors doing business with the City of Emporia in an amount in excess of five thousand dollars (\$5,000.00) to complete a "Questionnaire of Equal Opportunity Compliance". The questionnaire shall be submitted to the Human Relations Office annually for the calendar year and/or concurrently with or prior to any contract bid or proposal.

The Human Relations Coordinator shall receive and review the Questionnaire and notify the City Manager of its acceptability or, if the responses to the Questionnaire do not meet established standards, the Coordinator shall specify the necessary modifications to be acceptable. The Human Relations Coordinator shall periodically review with the Emporia Human Relations Commission the City's contract compliance program and shall be available to assist any vendor or contractor in complying with state and federal equal employment opportunity laws.

12.3 Failure to Comply

Any person or business failing or refusing to comply with the City's Equal Employment opportunity requirements shall be declared ineligible to enter into any contracts with the City until the vendor has complied with standards established by the City of Emporia and approved by the City Manager. The City Commission shall be notified of any vendor ineligible for City contracts.

13.1 Activity Accounts

Activity accounts correspond to major activity budget codes. The establishment of the codes shall be the responsibility of the Accounting Office. It is the responsibility of each Division Supervisor and/or Department Head to properly code the amount to which the purchase will be charged. The following list of activity accounts will be utilized by personnel annotating tickets or invoices. Periodic updates shall be issued by the Accounting office.

13.2 Object Code

Accounts are kept for the object of expenditure in order to provide an identifiable basis for appropriations. The account classification is an attempt to describe and standardize the type of expenditure that shall be charged to each account. Proper classification of accounts can save unnecessary duplication by the Accounting Office and allows for budgetary control. The annual City budget establishes appropriation limitations for particular accounts in each division and department. Actual expenditures can be compared to budgeted amounts when proper coding procedures are followed. Proper accounting practices can assist Department Heads and supervisors in planning, controlling, and budgeting of their activities.

The following list of accounts will be utilized by personnel annotating tickets or invoices. Periodic updates shall be issued by the Accounting office. If questions should arise, please contact the Accounting office as they are prepared to assist and provide clarification of accounting procedures.

14.1 Transfer

Whenever a Department Head determines that equipment assigned to his or her Department is of no further benefit to the Department's operation, an Equipment Transfer Form (Form D) shall be submitted to the Purchasing Office. The Purchasing Office shall be responsible for notifying the Accounting Department of equipment transfers so they may make the appropriate changes to Capital Items Inventory. If the equipment is not to be traded in, the Purchasing Officer shall notify other City Departments of the availability of the equipment which may be useful to their operation.

14.2 Disposal

Any equipment no longer useful to City of Emporia operations shall be disposed of by sealed bid or public auction. Items to be disposed of by bid or auction shall have been approved by the Office of the City Manager. The Accounting Department should be notified of all items being disposed of so that they may make appropriate changes to Capital Items Inventory. No City employee may purchase equipment or materials from the City except through a formal sealed bid procedure or at the public auction. No Department shall loan, destroy or remove equipment or materials from the City's custody without prior approval from the Office of the City Manager.