

January 2012

FOREWORD

This manual contains the updated policies and procedures for purchasing related activities. Its purpose is to provide guidance and instruction for all employees new to the purchasing process as well as a reference for staff and management. This version supersedes any and all previous versions.

The primary function of the Purchasing Office is to provide cooperative assistance that is efficient and effective in obtaining the supplies and services needed. It is our intention to buy these items at the lowest economical cost consistent with quality and time.

Legal and organizational changes as well as data processing improvements will bring about policy and procedural changes. Revisions will be issued that reflect these changes in order to keep this manual current.

The latest revision was approved by City Council on January 17, 2012 by Resolution 011-12 which raised the change order or minor contract modification amount from \$25,000 to **\$50,000**. The City Manager has the authority to approve change orders and minor contract modifications less than \$50,000 with written notification to the City Council listing the purpose and cause of such change order and certifying the availability of funds. Major modifications (Change Orders) that change the scope of work and increases the original contract amount by more than \$50,000 must be approved by the City Council.

In addition the most current updated Financial and Fiscal Policies include the following:

“All purchases should be in accordance with the City’s purchasing policies as defined in the Purchasing Manual and Chapters 252 and 271 of the Texas Local Government Code as amended. Purchases under \$50,000 but exceeding \$15,000 require the approval of the City Manager in addition to the Department Director. An exception to this rule is the delegation of authority for purchases up to \$25,000 to the Director of Public Works and Development.”

If there are any questions left unanswered, please feel free to contact Purchasing at 972/412-6189, 972/412-6198 or 972/412-6131. Any comments or suggestions for improving this manual are also welcome.

Allyson Wilson, Purchasing Agent

Ann Honza, Director of Financial Services

Lynda K. Humble, City Manager

PURCHASING MANUAL

JANUARY 2012

Page 2

FOREWORD	1
DIRECTORY OF PURCHASING STAFF	5
I. DEFINITIONS.....	6
II. POLICY STATEMENTS.....	8
III. PURCHASING ETHICS.....	10
IV. PURCHASING PROCEDURES.....	15
A. Purpose	16
B. Bidding Parameters	16
C. Historically Underutilized Vendors.....	17
D. Turnaround Time	17
E. Acceptance of Bids	17
F. Flowchart of Purchasing Requests.....	18
G. Specifications.....	19
V. THE PURCHASING PROCESS	20
A. Basic Steps For Requisition Entry	21
B. Automated Purchase Requisition.....	23
C. Purchase Requisition	25
D. Naviline Requisition Entry	35
E. Sample Automatic Requisition Form.....	49
F. Purchase Order	50
G. Sample Purchase Order.....	51
H. Expedited and Emergency Purchases.....	52
I. Field Purchase Order.....	57
J. Sample FPO	65
K. Naviline FPO Entry	66
L. Field Purchase Order Flow Chart	70
M. Guidelines For Price Quotations	71
N. Sample of Request for Quotation Form	75
O. Annual Contracts	77
P. Maintenance Agreements.....	78
Q. Lease Purchases	78
R. Sole Source Purchases.....	79
S. Petty Cash.....	80
T. Sample Petty Cash Voucher.....	81
VI. TAX EXEMPT CERTIFICATES	82
A. Sample Tax Exemption Certificate	84
VII. AFTER THE ORDER.....	85
A. Purpose	86
B. Expediting.....	86
C. Cancellation or Change Order.....	86
D. Returns to the Vendor.....	86

PURCHASING MANUAL

JANUARY 2012

Page 3

E. Vendor Relations.....	86
VIII. RECEIVING AND INSPECTION.....	87
A. Purpose.....	88
B. Inspection.....	88
C. Receiving Complete Orders.....	88
D. Complete Order Sample Form.....	89
E. Partial Receipt PO Voucher.....	90
F. Partial Receipt PO Sample Form.....	91
IX. INVOICES.....	92
A. Procedure.....	93
B. Prompt Payment Act.....	93
X. FREIGHT.....	94
A. Definition.....	95
B. Receiving.....	96
C. Shipping or Returns.....	96
XI. CITY INVENTORY.....	97
A. Material Services.....	98
B. Pre-printed Materials.....	98
C. Office Supplies.....	98
XII. DISPOSAL OF SURPLUS PROPERTY.....	99
A. Sample Auction Tag.....	101
XIII. STATUTORY EXEMPTIONS.....	102
XIV. POLICY FOR PROFESSIONAL SERVICES FOR CIP PROJECTS.....	105
XV. FINAL PAYMENT APPROVAL FOR CONTRACTS.....	109
XVI. APPROVAL LEVELS FOR AUTOMATED REQUISITIONS.....	111
XVII. NON COMPLIANCE CONSEQUENCES.....	113
XVIII. EXCERPTS FROM TEXAS LOCAL GOV. CODE.....	114
XIX. PROCUREMENT CARD.....	117
A. Procurement Cardholder Agreement.....	119
Attachment A – Basic Rules for Purchasing Supplies & Services.....	125
Attachment B – Noncompliance Consequences.....	126
Attachment C – Violations & Consequences.....	127
B. Reconciler Overview.....	128
C. Processing Transactions (Detailed H T E Instructions).....	130
1. Green Screen Detailed Instructions.....	131
2. Green Screen Summarized Instructions.....	137
3. Naviline Detailed Instructions.....	138

PURCHASING MANUAL

JANUARY 2012

Page 4

D. Transaction Approval Instructions (Detailed H T E Instructions).....	150
1. Green Screen Detailed Instructions	151
2. Naviline Detailed Instructions.....	153
XX. AMENDMENT 1 TO PROCUREMENT CARD AGREEMENT	157
XXI. AMENDMENT 2 TO PROCUREMENT CARD AGREEMENT.....	159

DIRECTORY OF PURCHASING STAFF

PURCHASING AGENT.....ALLYSON WILSON.....(972)412-6131

BUYER.....VICKI ALFARO(972)412-6198

I. DEFINITIONS

I. DEFINITIONS

The basic methods for obtaining supplies, equipment and services are explained in detail in this manual, but for the purpose of introduction, they are briefly outlined below.

Purchase Requisition

The purchase requisition is used to inform Purchasing of the needs of individual departments/divisions. It is used to obtain items not available through Office Supply or Material Services.

Field Purchase Order (FPO)

The FPO on the AS400 allows individual departments/divisions to place minor purchase orders directly with approved vendors for certain miscellaneous items and services. The total order must not exceed \$2,999.99, including shipping and handling charges.

Annual Contract

Contracts protect pricing for a period of one year and are awarded to vendors for supplies, equipment and services routinely required by one or more departments/divisions. User departments/divisions place orders directly with suppliers, eliminating requisitions and processing time.

Maintenance Agreements

The City maintains service agreements with manufacturers and authorized service centers for most of its office machines such as typewriters and copiers. For more information on which machines are covered, please contact Purchasing.

Emergency Purchase Order

At times, circumstances will occur that require obtaining goods or services without following normal purchasing procedures. Under certain circumstances, Purchasing will issue a verbal P.O. number. A confirming requisition, authorized by the department/division head, must be submitted by the next working day as described in detail on page 53.

Petty Cash

Any item bought with petty cash cannot exceed \$100.00. User departments/divisions make these non-routine, below-minimum purchases directly with the vendor and are reimbursed provided the proper form and receipts are presented to Accounting as described on page 81.

II. POLICY STATEMENTS

II. POLICY STATEMENTS

Purchasing Office Mission Statement:

To procure services, supplies, and equipment for the City of Rowlett in accordance with state law and city charter, to foster sound purchasing practices, and to stimulate competitive bidding in order to provide materials and services at the lowest price and highest quality possible.

Purchasing is under the Department of Financial Services. Purchasing procedures are guided by several established policies and practices. These are:

- To conduct all purchasing in accordance with State of Texas law, including Chapters 252 and 271 of the Texas Local Government Code.
- To foster an understanding and appreciation of sound purchasing practices throughout all departments/divisions of the City.
- To be responsible for obtaining the lowest possible price and highest quality consistent with delivery terms and vendor service reputation.
- To eliminate high cost, convenience buying.
- To approve and process purchase orders and contracts in a timely manner in response to requisitions.
- To prepare, receive, distribute and evaluate requests for bids on a routine basis.
- To prepare bid tabulations, evaluate, and prepare or assist with preparing the recommendation to the City Manager/City Council.
- To stimulate competitive bidding in order to obtain materials and services at the lowest possible cost, and to provide all interested vendors with an opportunity to offer their products to the City.
- To maintain a comprehensive, current list of vendors classified according to materials, equipment, supplies and services, and to identify new vendors for inclusion on the list.
- To promote good vendor relations.
- To establish specifications, which will encourage competition and accurately describe the equipment and materials needed.
- To consolidate purchase requisitions when possible to take advantage of quantity discounts.
- To maintain continuity of supply to support on-going service, operations and construction schedules.
- To advise the user department/division of any unusual delay in delivery schedules.
- To ensure the proper disposition of surplus City property and impounded Police property at public auction, Internet auction, or by sealed bids.

III. PURCHASING ETHICS

III. PURCHASING ETHICS

The Code of Ethics (Code) of the City of Rowlett Purchasing Office is designed to provide guidance for the behavior of the practitioners of purchasing in the governmental sector. The City of Rowlett has provided guidelines to help the governmental purchaser apply the Code of Ethics in a reasonable and prudent manner.

The Code is designed to help the buyer diligently follow laws and regulations and treat vendors in a fair manner, while avoiding a perception of immoral, illegal, or unethical behavior. It serves as a reminder that behavior, which is considered acceptable in private enterprise, may be inappropriate for the public sector, owing to the political nature of the public sector in which buyers work, and the public trust which is assumed by a governmental purchasing organization.

The Code is dedicated to the professional public buyers and managers who must live in the real world but conduct business in a nontraditional manner. Only by strictly adhering to ethical guidelines can public purchasers retain the respect of elected officials and the public.

Code Of Ethics

I. Responsibility to Your Employer

- Follow the lawful instructions of the employer.
- Understand the authority granted by the employer.
- Avoid activities that would compromise or give the perception of compromising the best interest of the employer.
- Reduce the potential for any charges of preferential treatment by actively promoting the concept of competition.
- Obtain the maximum benefit for funds spent as agents of the employer.

II. Conflict of Interest

- Avoid any private or professional activity that would create a conflict between your personal interest and the interests of your employer.
- Avoid engaging in personal business with any company that is a supplier to your employer.
- Avoid lending money to or borrowing money from any supplier.
- As stated in the Personnel Rules, Section 3.2 as follows:
 - A. No employee shall have a monetary interest in any exchange, purchase, or sale of property, goods, or services with the city except in full and impartial compliance with state statutes, the city charter, city ordinances, and all regulations applicable thereto, and provided further that:
 1. The employee discloses his/her interest to his/her director (or city

manager or assistant city manager if appropriate) before any contract with the city concerning the transaction and receives a written determination of no conflict of interest;

2. Such persons shall receive no favor or special concession or inducement not customarily available and granted by the city in such a transaction; and
3. Any discretion by officers or employees of the city in connection with any such transaction shall be exercised impartially and upon the same standards applied to all Rowlett citizens.

III. Perception

- Avoid the appearance of unethical or compromising practices in relationships, actions and communications.
- Avoid business relationships with personal friends. Request reassignment if the situation arises.
- Avoid noticeable displays of affection, which may give the impression of impropriety.
- Avoid holding business meetings with suppliers outside the office. When such meetings do occur, the meeting location should be carefully chosen so as not to be perceived as inappropriate by other persons in the business community or your peers.

IV. Gratuities

- Never solicit or accept money, loans, credits or prejudicial discounts, gifts, entertainment, favors or services from your present or potential suppliers which might influence or appear to influence purchasing decisions.
- Never solicit gratuities in any form for you or your employer.
- Items of nominal value offered by suppliers for public relations purposes are acceptable when the value of such would not be perceived by the giver, receiver, or others as posing an ethical breach, generally in amounts of \$25.00 or less.
- Gifts offered exceeding nominal value (\$25.00) shall not be accepted.
- In the case of any gift, care should be taken to evaluate the intent and perception of acceptance to ensure that it is legal, that it will not influence your buying decision, and that it will not be perceived by your peers and others as unethical.
- Please note the following guideline relative to gratuities:
 - No reward, gift, or other form of remuneration in addition to regular compensation shall be received from any source by employees for the performance of their official duties.

V. Business Meals

- There are times, when during the course of business, that it may be appropriate to conduct business during meals. In such instances, the meal should be for a specific business purpose.
- Avoid frequent meals with the same supplier.
- The purchasing professional should be able to pay for meals as frequently as the supplier. Budgeted funds should be available for such purposes.

VI. Relationships With The Supplier

- Maintain and practice, to the highest degree possible, business ethics professional courtesy, and competence in all transactions.
- Association with suppliers at lunches, dinners or business organization meetings is an acceptable professional practice enabling the buyer to establish better business relations provided that the buyer keeps free from obligation. Accordingly, it is strongly recommended that if a seller pays for an activity that the buyer reciprocate.
- Purchase without prejudice, striving to obtain the maximum value for each dollar of expenditure.
- Refrain from showing favoritism or being influenced by suppliers through the acceptance of gifts, gratuities, loans or favors.
- Adhere to and protect the supplier's business and legal rights to confidentiality for trade secrets, and other propriety information.
- Refrain from publicly endorsing products.

VII. Relationships With The Employer

- Remain free of any and all interests and activities which are or could be detrimental or in conflict with the best interests of the employer.
- Refrain from engaging in activities where the buyer has a significant personal or indirect financial interest.
- Exercise discretionary authority on behalf of the employer.
- Avoid acquiring interest in or incurring obligations that could conflict with the interests of the employer.

VIII. *Relationships With Other Agencies and Organizations*

- A buyer shall not use his position to exert leverage on individuals or firms for the purpose of creating a benefit for agencies or organizations that he may represent.
- All involvement and transactions shall be handled in a professional manner with the interest of the buyer's employer taking precedent.

IX. *Relationships With Professional Purchasing Organizations and Agencies*

- It is the obligation and the responsibility of the buyer, through affiliation with a professional organization, to represent that organization in a professional and ethical manner.
- A buyer shall not use his position to persuade an individual or firm to provide a benefit to an organization.
- Remember, the money you spend to support lawful activities is not your own – it belongs to the public trust.

IV. PURCHASING PROCEDURES

IV. PURCHASING PROCEDURES

A. Purpose

The following procedures are to be adhered to when processing goods and services for the City.

B. Bidding Parameters

1. *Petty Cash (0 to \$100.00)*

No quotes are required when purchasing items with petty cash. Any item bought with petty cash cannot exceed \$100.00. User departments/divisions make these non-routine, below minimum purchases directly with the vendor and are reimbursed provided the proper form and receipts are presented to Accounting.

2. *Purchases less than \$3,000.00 (0 to \$2999.99)*

No quotes are required but are recommended when possible. Orders may be placed by an authorized member of a department/division directly with vendors by procurement card, or by a field purchase order (FPO).

3. *Purchases of \$3,000.00 to \$49,999.99*

These purchases require at least three written or informal sealed bids called "Non-Council" bids, with the appropriate method being left to the discretion of the Purchasing Manager. At least two (2) of the contacts solicited for quotations must be from vendors on the Texas Building & Procurement Commission Listings for Historically Underutilized Business (HUB's). The written quotes/bids must be retained in the Purchasing Office and the original quotes attached to the Payment Purchase Order copy. Also see "Guidelines for Price Quotations" within this manual.

4. *Purchases \$50,000.00 and over.*

Formal bids, called "Council Bids", are required. Notice to bidders must be publicly advertised in the newspaper for two (2) consecutive weeks, with the first date of publication being at least fourteen (14) days prior to the opening of the bids or proposals. All formal sealed bids must be submitted to Purchasing. Purchasing will conduct a public bid opening and tabulate the bids. Formal Sealed Competitive bids are awarded by the City Council. Formal Competitive sealed proposals, used for high technology procurements, are opened so as to avoid disclosure of the contents of proposals to competing bidders until after the award of the bid.

5. *Exceptions to the \$50,000.00 Bid Threshold.*

- Insurance, which has a bid threshold of \$5,000.
- Professional or personal services.
- Sole source procurements.
- Other exemptions as outlined in the Texas Local Government Code Chapter 252.022.

C. Historically Underutilized Vendors

The City of Rowlett, in making an expenditure of more than \$3,000 but less than \$50,000, is required by Texas Local Government Code Section 252.0215 to contact at least two historically underutilized businesses on a rotating basis, based on information provided by the Texas Building & Procurement Commission. If the list fails to identify a historically underutilized business in the county in which the municipality is situated, the municipality is exempt from this requirement.

Please contact the Purchasing Office for a listing of historically underutilized businesses within the particular commodity for which you may be soliciting pricing.

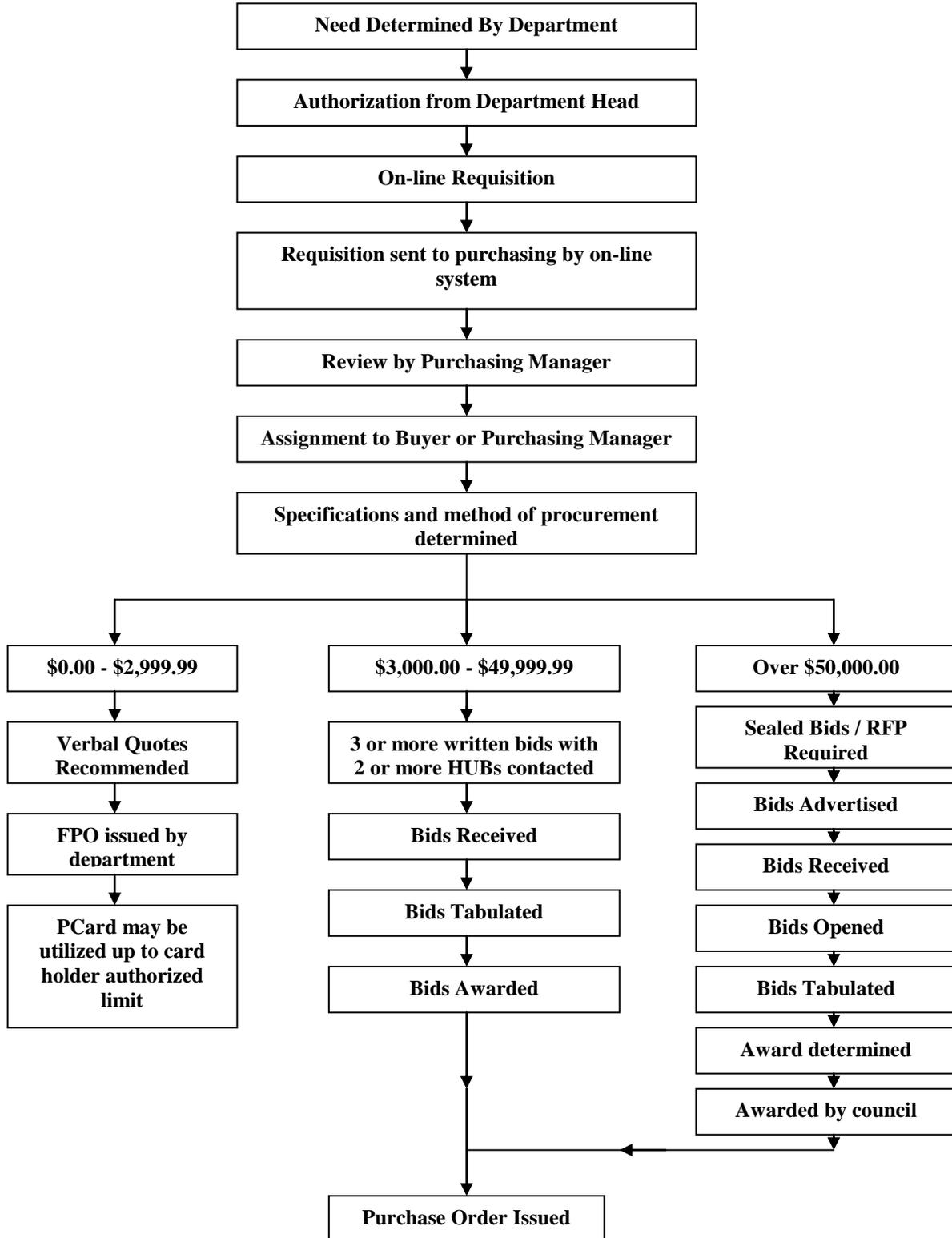
D. Turnaround Time

Purchasing will be responsible to see that orders are placed promptly. Normal requisitions are usually placed within four (4) working days or less. Requisitions that require the written bid process normally take from two (2) to four (4) weeks to process, and council bids generally take as long as eight (8) weeks.

E. Acceptance of Bids

Purchasing has the discretion to select which vendor to buy from on purchases from \$3,000 to \$49,999.99 but will normally consider the desires and needs of the department. On orders \$50,000.00 and over, the City Council will make the final award. The decision is based on a combination of price, quality, delivery time, adherence to bid specifications, and service reputation. The bid will be awarded to the lowest responsible bidder, but Purchasing reserves the right to reject any or all bids and reopen the bidding process if it is in the best interest of the City.

F. FLOWCHART OF PURCHASE REQUESTS



G. SPECIFICATIONS

Definition

A specification is a concise description of a good or service an entity seeks to buy, and the requirements the vendor must meet in order to be considered for the award. A specification may include requirements for testing, inspection or preparing an item for delivery, or preparing or installing it for use. ***The specification is the total description of the purchase.***

Purpose

The purpose of any specification is to provide purchasing personnel with clear guides to purchasing, and to provide vendors with firm criteria of minimum product or service acceptability. A good specification has four characteristics:

1. *It sets a minimum acceptability of the good or service.* The term “minimum acceptability” is key, since the vendor must know the minimum standard to determine what to provide. A standard too high means tax dollars will be wasted. A standard too low means the goods or services will not meet the expectations of the user.
2. *It should promote competitive bidding.* The maximum number of responsible vendors should be able to bid the specification. Restrictive specifications decrease competition.
3. *It should contain provisions for reasonable tests and inspections for acceptability of the good or service.* The methods and timing of testing and inspection must be indicated in the specification. Tests should refer to nationally recognized practices and standards, whenever possible.
4. *It should provide for an equitable award to the lowest responsible bidder.* The buyer obtains goods or services that will perform to expectations, and the vendor is able to provide the goods or services at an agreeable price.

Preparing Specifications

The specifications may be prepared by the Purchasing Office, the applicable department/division, or by a professional consultant hired by the City. The final acceptance of the specifications rests with the Purchasing Office taking into account the desires of the applicable department. This is to ensure proper quality control and to avoid the proliferation of conflicting specifications in different departments/divisions of the government. For more information or assistance on writing proper bid specifications, please call the Purchasing Office.

V. THE PURCHASING PROCESS

A. BASIC STEPS FOR REQUISITION ENTRY

- Sign on to the AS/400
- Key in 12 (Purchasing/Inventory) and press enter.
- Key in 4 (Purchasing/Receiving) and press enter.
- Key in 1 (Requisition Entry) and press enter.
- Key in F6 to pull up a blank requisition (add new requisition). (Make a note of the requisition number found in the upper left corner of the screen...only the last four digits are necessary.)
(This is the “header screen”)
- In the “REASON field” type in a reason for the requisition. Tab to next field - By.
- By - Type in your name or initials and four digit extension number – example VAW 6131. Tab to the VENDOR NAME field.
- Vendor Name - If you are suggesting a vendor, type in the part of the name and tab to next field and key in b and press enter, then key 1 next to the desired vendor from the list and press enter. Or you can key F4 and press enter tab to desired vendor key 1 and press enter. Tab to the SHIP TO field.
Otherwise tab to the SHIP TO field
- Ship To - Key in F4, type in the ship to location name and press enter, tab to selected location key in 1 and press enter. Tab to DELIVERY DATE field.
- Delivery Date - Type in requested delivery date (000000 – year, date, month- example 102503). Press enter twice.
- Use the “COMMENTS SECTION” (Key F20 which is Shift F8) for any comments or notes that are for the Purchasing Office’s reference only and are not part of the actual line item description. The “COMMENTS SECTION” does not print on the PO.
(F20 = shift F8) and enter the information. Press enter twice.
- Press F6 to enter the item.
- Item desc - Type in the description of the item(s) being ordered. If there is not enough room for the description press F8 for more lines. (Press enter twice when you are finished with description.) Tab to VENDOR PART #.

PURCHASING MANUAL

JANUARY 2012

Page 22

- Vendor part # - Type vendor part number if applicable – example DMI 7350-26. Tab to COMMODITY.
- Commodity - Key F4, press tab twice to extended line, type name of commodity of item press enter, tab to selected commodity code key 1 press enter. Most often the sub commodity code will be part of the commodity code selected and will be applied at the same time in each field.
- Ship to should be already filled in since it defaulted from the previous screen. Tab to Quantity.
- QUANTITY – Key in number of items to order then Field exit (+ key on key pad) to UOM.
- UOM – (UOM = Unit of Measure) Key F4 for unit of measure, type name of unit of measure i.e. each, ton, etc, tab to selected unit of measure press 1 and enter. Tab to UNIT COST.
- Unit Cost - Key in the cost (either actual cost if known or budgeted/estimated cost). Field exit (+ enter) to account number.
- Account Number - Key in account number. (All 14 digits, no spaces or dashes)
- Project – Project not currently used much. Key F4 and tab to selected project, key 1 next to the selected project name and press enter.
- Press enter twice.
- Item 2 – Repeat above steps. Enter as many items as needed. After the last line is entered [make sure that you are on a blank line item screen](#) and press F12.
- Press enter all the way through the requisition until you return to the “header screen” (usually three (3) to four (4) times) till you reach main menu

B. AUTOMATED PURCHASE REQUISITION

Purpose

The purchase requisition serves to inform Purchasing of a request for goods or services. It also provides a record of the request and an approval to encumber funds. The purchase requisition is the first step after the need for a good or service is recognized. Requisitions must be approved by the Department Head or an authorized alternate.

Preparation of the requisition must be done far enough ahead of the date that the goods or services are needed to allow Purchasing and the vendor to do their job properly, including:

- 1) Advertising for bids, if necessary.
- 2) Obtaining bids or price quotations.
- 3) Processing bids, placing purchase orders or concluding contracts.
- 4) Allowing for the delivery of goods or services.

The requisition is to be used to obtain materials, supplies and equipment not available through the following sources:

- 1) Field Purchase Order (See page 56)
- 2) Annual Contracts (See page 78)
- 3) City Inventory – Office Supply (See page 99)
- 4) City Inventory – Pre-printed Materials (See page 99)

Procedure

1. *Sign-on to the AS/400.* The City of Rowlett Menu will appear.
2. *Select- Option 1,* HTE Application Menu or HTE Main Menu.
3. *Select- Option 12,* Purchasing/Inventory. The Purchasing/Inventory Menu will appear.
4. *Select- Option 4,* Purchasing/Receiving. The Purchasing/Receiving Menu will appear.
5. *Select- Option 1,* Requisition Entry. Follow the instructions outlined below.

Purchase Requisition Maintenance Screen

The first screen of the requisition entry sequence will display: "Position to_____." and a list of previously entered requisitions. To call up a specific requisition already placed into the system, insert a number and press the *Field Exit* key, select with a '2' and press *Enter*. Press *F13* to display requisitions by requisitioner. Notice the options at the top of the screen. These options allow you to change, display, print, comment and place quotes for the requisitions listed. **Note:** HTE applications have a select range of security. Your security representative may limit general users to requisitions within their department/division or account area. Also, be aware that once a requisition is approved, any changes made by the originator will electronically mark the requisition as again requiring approval.

To Copy A Requisition

This feature allows you to copy requisitions that you may use more than once within a year or from year to year. You can copy all or some of the information from as many requisitions as needed. Begin by going into OPT '1' "REQUISITION ENTRY" and press *F6* to create a new requisition. Pressing *F21* will bring up a list of previous requisitions. Using OPT '1' will allow you to copy with no review. This option immediately pulls the line items and header information from the old requisition onto the new one. OPT '2' allows you to review the line items first and make changes to the "Quantity" and "Unit Cost" fields. After pulling the line items from the old requisition over to the new one you can correct the information on the header screen and then continue the requisition process.

To Start A New Requisition

Press the *F6* key. The system assigns the next available number, never duplicating a number in the assignment process. When the next screen comes up you will see the requisition number in the upper left-hand corner. It is best that you make note of this number (last four digits only), but it is not **required** that you write it down or memorize the number. You can always identify a requisition by going into "REQUISITION INQUIRY" and using various options found in the "F17 Subset" feature, using a variety of fields, such as range, requisition status, or account number.

C. Purchase Requisition

Note: In the “PURCHASE REQUISITION” screen of this application, pressing the *Enter* key signals the system to verify that all the mandatory fields have input and that all information entered is in the proper format in preparation for advancing to the next screen. If you press the *Enter* key before keying information into certain fields, the system will flash an error message and indicate (by reverse lighting) any mandatory fields lacking information. The following fields are mandatory for this screen:

Reason
By
Ship to
Deliver by Date

Whenever you receive an error message, pressing the *Error Reset* key (*Ctrl* key to the left of the space bar). Remember, if you get an error message, read the message for a clue to any misstep and press the *Error Reset* key (*Ctrl* key to the left of the space bar).

REASON and BY FIELDS (Required)

Reason: This field contains a brief explanation of the purpose of the requisition.

By: This field contains the name or initials and your 4 digit telephone extension number of the person preparing the Requisition.

The *BY* field contains 25 characters and the *REASON* field contains 50 characters of space.

In the “Reason” field, you can key in anything that you like that will indicate why you are submitting this requisition.

In the “By” field, enter your name or initials followed by a space with your 4 digit telephone extension number.

Vendor Field (Required)

This field is used to suggest vendors that the Purchasing Office can contact for acquisition of the items being requested.

Departments/Divisions are required to select a vendor. The selected vendor may change depending on the final quotes etc. but for the initial enter a suggested vendor name since it is required for entering and/or processing the requisition.

Vendor Suggested by Department/Division

To suggest a vendor, move the cursor (using the *Tab* key) to either the “Vendor Name” field or the “Vendor Number” field.

If you are aware of a frequently used vendor (good price, good service, high quality, convenient location, large choice, good technical support, etc.) or you may have already contacted a vendor for a product that is not readily available elsewhere, you may suggest them by entering their number (if known) in the “Vendor Number” field or their name in the “Vendor Name” field.

Using Vendor Name Search For Current Vendors:

If a vendor has previously been placed in the system vendor file it will have certain spelling and punctuation associated with its unique vendor number.

There are three methods to search the vendor file.

Method One – F4

Directly under the Vendor number field is the Name (Vendor name field). Enter F4 on the line beside Name and press enter and the vendor file will appear. On the line next to “Position to” enter part of the vendor name and press enter, then a list of vendors will come up on the screen. Next to the selected vendor Key 1 and press enter and that vendor name and vendor number will be display on the screen.

Method Two - Name Begins With

NAME BEGINS WITH is used if you remember how the name starts (e.g. “Baker” for ‘Baker and Taylor Books’)

Key in the first few characters of the name.

Tab to the “Search Type” field.

Place a ‘B’ for “Begins with “ in this field.

Press *Enter*.

This will cause the system to search for all vendors whose title begins with the letters entered and generate a screen with the list of these vendors when the *Enter* key is pressed. The vendor file is very specific as to the spelling and punctuation associated with the vendor numbers. What you key in must match exactly with what is in the vendor file. Therefore, it is best to only key in the first few characters or words of a name instead of trying to type in the complete name. A search list will then appear and you may choose the vendor that you need.

When the “Vendor Name Search” list is presented, the *F7* key can be toggled to see more detail to assist in selecting the desired vendor. Use care in

selecting the vendor. Many vendors have the same name but are located in different parts of the country and many vendor names are similar. Use the *F7* feature to identify the correct vendor.

To select a vendor from the list: Key '1' to the left of the appropriate vendor name and press *Enter*. The "PURCHASE REQUISITION" screen will reappear with the vendor name and number you selected filled in. You can then continue to complete the requisition.

Method Three-Name Contains

NAME CONTAINS is used if you are only sure of a word within the title (Smith's Auto Supply? Auto Parts by Smith?)

Key that word in the "Vendor Name" field.

Key in 'C' for 'Contains' in the "Search Type" field. Press *Enter*.

This will cause the system to search for all titles containing the word or word part ("auto").

In a large vendor list, the 'Contains' search may take longer than the 'Begins With' search because of the greater number of possibilities. Also, it may give you some rather unexpected combinations.

Either type of search will assist in you in selecting the correct vendor with the correct name and vendor number.

If there is only one vendor in the system matching your input, the name and number will be immediately inserted in the appropriate fields of your requisition.

You may get an error message that will state GMBA VENDOR NAME DOES NOT MATCH PI VENDOR NAME: RESET & F14 TO OVERRIDE. In this case press *F14* to override and continue on.

Remember, numbers assigned to requisitions, purchase orders and vendors need not be memorized by the user since there are many ways (date, vendor name, account number, etc.) to trace a requisition or purchase order.

If The Suggested Vendor Is A New Vendor

If the suggested vendor is a new vendor, please complete a New Vendor Set Up Request Form and fax to the Purchasing Office or Accounting Division. The basic vendor information can also be emailed to either Purchasing or Accounting Division.

Proceed to the "Ship To" field

Ship To Field (Required)

The “Ship To” field requires an entry, even if only one address is recorded in the location file. This entry is required to indicate an inventory point or other delivery address recorded in the system’s location file.

Notice the ‘F4’ preceding this field. This indicates that you can press *F4* to see a list of locations. Place the two-character abbreviation of the desired location in the “Ship To” field.

Note: The “Ship To Locations” are maintained by the Purchasing Office and MUST be one recognized in the system. Please contact the Purchasing Office if a “Ship To Location” needs to be set up or changed in the system.

Delivery Date Field (Required)

The “Deliver By Date” field is the final mandatory field on this screen. Enter a realistic, numeric, date in this field. The terms “ASAP”, “One Week”, etc. or a date earlier than the current date will not be accepted.

This date must be entered in six-digit, Month-Day-Year, format without any dashes or slashes. (e.g. 093004 for September 30, 2004)

Item Entry Fields

You are now ready to enter your line item(s): Press *F6* to begin.

Note: If *F6* does not show at the bottom of your screen, press *Enter* until it appears.

Required

Item desc (Description) - Key a description of the item in this field. If your description is too long for the field, you must use the “F8= Extended desc” option to continue. Information keyed in by using the *F8* function will print on the purchase order as part of the line item description. **THEREFORE, DO NOT USE THIS KEY TO ENTER ANY COMMENTS OR NOTES THAT ARE FOR REFERENCE ONLY OR FOR PURCHASING’S USE ONLY. ANY COMMENTS ENTERED HERE WILL PRINT ON THE PURCHASE ORDER.** If it is not an actual part of the item description it does not go here; use the *F20* function instead for comments that will not print – for internal use only. Tab to the “Vendor part #.

“Vendor part # - Type vendor part number is applicable – example DMI 7350-26. Tab to the “Commodity ” field.

Commodity – Commodity Code - Key F4, press tab twice to extended line, type name of commodity of the item press enter, tab to the selected commodity code, key 1 press enter. Most often the Sub-com (sub-commodity code will be part of the code selected and will be applied in the sub-com field as the Commodity field. You may also refer to the hard copy list of commodity codes. Please contact Purchasing if a hard paper copy list of commodity codes are needed. Tab to the “Quantity” field. **

Quantity- Key the quantity of items requested, press *Field Exit* (+ key on numeric key pad)

UOM- Key unit of measure, e.g. ‘EA.’ for “each.” The unit of measure that you key in must match exactly with what is in Purchasing’s UOM code list. You can press *F4* in this field and choose the appropriate abbreviation from a list. Tab to the next field.

Unit Cost- Key the cost of the item for the unit of measure entered. Do not enter ‘\$’; but do enter a decimal point if appropriate. Press *Field Exit* to advance to the next field. You must put a figure in this field even if it is an estimated cost or the cost that you budgeted for the item. The field exit key is the tall + key on the numeric key pad)

Account Number- Key in the account number you are charging this line item to but, *only if you wish to charge 100% of this item to this account number.* If you wish to charge a line item to several account numbers you will need to bypass this field and use the “ACCOUNT INFORMATION SCREEN”. You may also use the Account Information Screen if you have numerous line items charged to one account number and do not want to continuously type the number in.

Use the *Field Exit* key after entering the numerical values in the “Cost” and “Quantity” fields.

After entering the first line item press *Enter* to enter more line items. Notice that the line item number changes at the top of your screen. Continue entering information and pressing *Enter* until you have entered all your line items. When you have entered your last line item press *Enter* one more time to bring up a blank line item screen. Press *F12* to return to the “PURCHASE REQUISITION” screen. This completes the basic requisition. **YOU MUST BE AT A BLANK LINE ITEM SCREEN WHEN YOU PRESS F12; OTHERWISE YOU WILL DELETE YOUR LAST LINE ITEM.**

OPT-Options

Before leaving the "PURCHASE REQUISITION" screen with the second press of the *Enter* key, note the options field to the left of each line item.

Each numbered option affects the individual line item on the line where the letter is placed.

"2= Change" allows you to change the line item information when *Enter* is pressed.

"8= Item extended description" displays the additional description lines previously entered.

"4= Delete" deletes the line item completely.

"9= Quote" permits quotes for the line item. (See Quotes)

QUOTES

There are two types of quotes. The *F8* key is used to enter a quote for the entire requisition. For example: City Hall needs a tool shed for the grounds keeper. A supplier gives a quote for the entire lot of building materials rather than pricing each item individually (Lumber, cement, reinforcing rods, etc.).

To record a vendor quote for the entire requisition press *F8*

“QUOTES FOR REQUISITION” screen will appear. A message, QUOTES DO NOT EXIST FOR THIS REQUISITION will appear at the bottom of the screen until a quote is entered. After being entered, the actual quote(s) will appear on the screen when it is displayed.

To add a vendor quote, press the *F6* key

A “QUOTE FOR REQUISITION” screen appears, containing fields for:

Number (Vendor)

Name (Vendor) (Required Field)

Search Type Enter “B” (Begins with) or “C” (Contains) if you know that this vendor is already in the vendor file.

Selected Quote Field used by the buyer to select a listed quote. Tab past this field leaving it blank.

Contact Person Person who gave out the quote and who Purchasing can contact if there are any questions.

Phone Number (Tab from area code sub-field to phone number sub-field to avoid error.)

Dollar Amount Quoted (Required Field) Do not enter “\$” but do enter the decimal point if appropriate.

F14 Vendor Quote Comments - Allows the user to add internal comments/free form notes for this quote.

Pressing *Enter* brings you back to the initial information entry screen.

Press the *Enter* key again and the vendor quote information is updated and the “QUOTES FOR REQUISITION” screen is re-displayed containing the vendor name and quote amount for the vendor(s) for which quotes have been entered.

Press the *Enter* key again and the primary “PURCHASE REQUISITION” screen is re-displayed.

Only the “Vendor Name” and “Requisition Quote” fields are mandatory fields in the quote screen.

Quotes: Specific Line Item

To insert a quote for a specific line item, the process is very similar to the Requisition Quotes. To enter a quote for a line item,

Key '9' in the "OPT" field corresponding to the line item for which you wish quotes to be entered.

Press the *Enter* key to bring up the QUOTES FOR LINE ITEM screen. Until quotes have been entered for that line item you will see the message "QUOTES DO NOT EXIST FOR THIS LINE ITEM".

Press the *F6* key to access the "QUOTE FOR LINE ITEM" screen. This screen will resemble the overall requisition quote screen and require the same procedures. However, in place of the "Requisition Quote" field, you will see other numerical fields:

UNIT COST

UNIT OF MEASURE (Defaults from line item entry)

CONVERSION FACTOR (Defaults to "1")

QUANTITY (Defaults from line item entry)

These fields are required so the system can calculate the unit cost (in the event of a conversion factor other than "1") and extended cost. These calculated costs appear in the protected fields at the bottom of the screen.

There is also an optional "Vendor Part Number" field that can be used to inform Purchasing of the specific part number if available.

"Vendor Name" is mandatory, but the vendor need not yet be on the system vendor list. If the vendor already exists on the system the user can follow the same procedure as outlined above to obtain the correct vendor name and number.

The "Conversion Factor" field is provided in the uncommon event that the item is quoted in a different lot size than normally handled by other vendors.

"F14=Vendor quotes comments", permits the user to add internal comments for this quote. Note that the requisition number, the requisition date and the description of the line item being quoted appear at the top of the screen.

After completing the screen, press *Enter* to return to the initial "QUOTES FOR LINE ITEM" screen showing the line item quote(s) with numbered options for selecting, changing, or deleting the quotes.

If you wish to enter additional quotes while in this quote screen, press *F6* and repeat the process as often as necessary. Press *Enter* again to return to the main screen.

To Insert Any Internal Remarks

At the initial “PURCHASE REQUISITION” screen press *F20* to enter comments or remarks. Comments are free-form and can continue up to 9,999 lines (roll for additional lines as indicated by the “+” in the lower right of the screen.)

These general comments can be seen by the approving authority and buyer as the requisition is being processed, and by personnel authorized to view your department’s/division’s requisitions in the “REQUISITION INQUIRY” option. They are for internal viewing only and will not be printed on the purchase order.

The sequence number column (*F22*) can be used to switch the position of comment lines. For example, line 3.0 can be placed in front of line 1.0 by over-keying 3.0 with a number lower than 1.0. This will cause old line 3.0 to become line 1.0, old line 1.0 to become line 2.0, etc.

Pressing *Enter* again will bring you back to the main screen.

Pressing *Enter* one more time will take you to the Account Information Screen.

Entering Account Information

The “ACCOUNT INFORMATION SCREEN” will display all account numbers that were entered at the line item entry stage. If an account number was not keyed in at that time then enter it now. Only expense account numbers can be entered on a requisition.

To enter account numbers tab to the “Line #” column, key in the line number and press the *Field Exit*; key in the “Expense Acct” and field exit; tab over to **either** the “Percent” field or the “Amount” field. If charging all or 100% of an item to an account number then enter 100 in the “Percent” field and press *Field Exit*. (Do not type the %.)

If you wish to expense a line item to two or more accounts you would enter the line #, the first expense account and the percent that you wish to charge to that account number. Drop down to the next line and enter the same line item number in “Line #”, a different account number in “Expense Acct” and the “Percent” that you wish to charge to that account number. You may do this as many times as you want as long as the total percent equals 100.

You may also use the “Amount” field **instead** of the “Percent” field if you have specific amounts that you want to be charged to an account number or you are having a problem with the percentages equaling 100.

Remember that you may use **either** the “Percent” field **or** the “Amount” field. **You cannot enter information in both fields.**

If you have numerous line items and you want to distribute 100% to each line item using the same account number, enter in only the account number and the percentage on the first line and press *F15*. The account distribution will automatically take place for all line items.

Pressing *Enter* twice after entering the required information will display the "ACCOUNT INQUIRY" screen, which will show whether the account has sufficient funds available. If insufficient funds are available in a budgeted fund account you will get an error message ACCOUNT AMOUNT EXCEEDS BUDGET BALANCE. You must put the requisition on hold by pressing *F7* or you may go back and change the account number. When funds become available for that account number you may go back into "REQUISITION ENTRY", pull up the requisition and finish processing it. If the account is not a budgeted fund you may press *F14* to override the error message and continue with the requisition.

Pressing *Enter* will return you to the "PURCHASE REQUISITION" screen.

Printing Your Requisition (For Departmental Copy)

To print a copy of your requisition at the "PURCHASE REQUISITION MAINTENANCE" screen: Key '6' next to your requisition number and press *Enter*. You may also display the requisition and press *F9* to print. Either way will send a copy of the requisition to either a print queue or your individual printer. *F3* to exit. Press *F18* to find your print and do one of the following: If the Device/Print Queue has your printer name then it will automatically print to your printer. If the Device/Print Queue has a name that ends in "Q" then enter a '2' in the OPT field and then press *Enter*. At the flashing cursor enter your AS/400 printer name and press *Enter*. To print your requisition after it has been received in Purchasing use "REQUISITION INQUIRY". Key a '6' next to your requisition number and press *Enter*. Follow the steps above to print from your print queue. In both cases it may be necessary to answer a message the first time that the printer is used. If the STS column shows MSGW then key a '7' in the option column and press *ENTER*. Key a 'G' on the reply line and press *ENTER*.

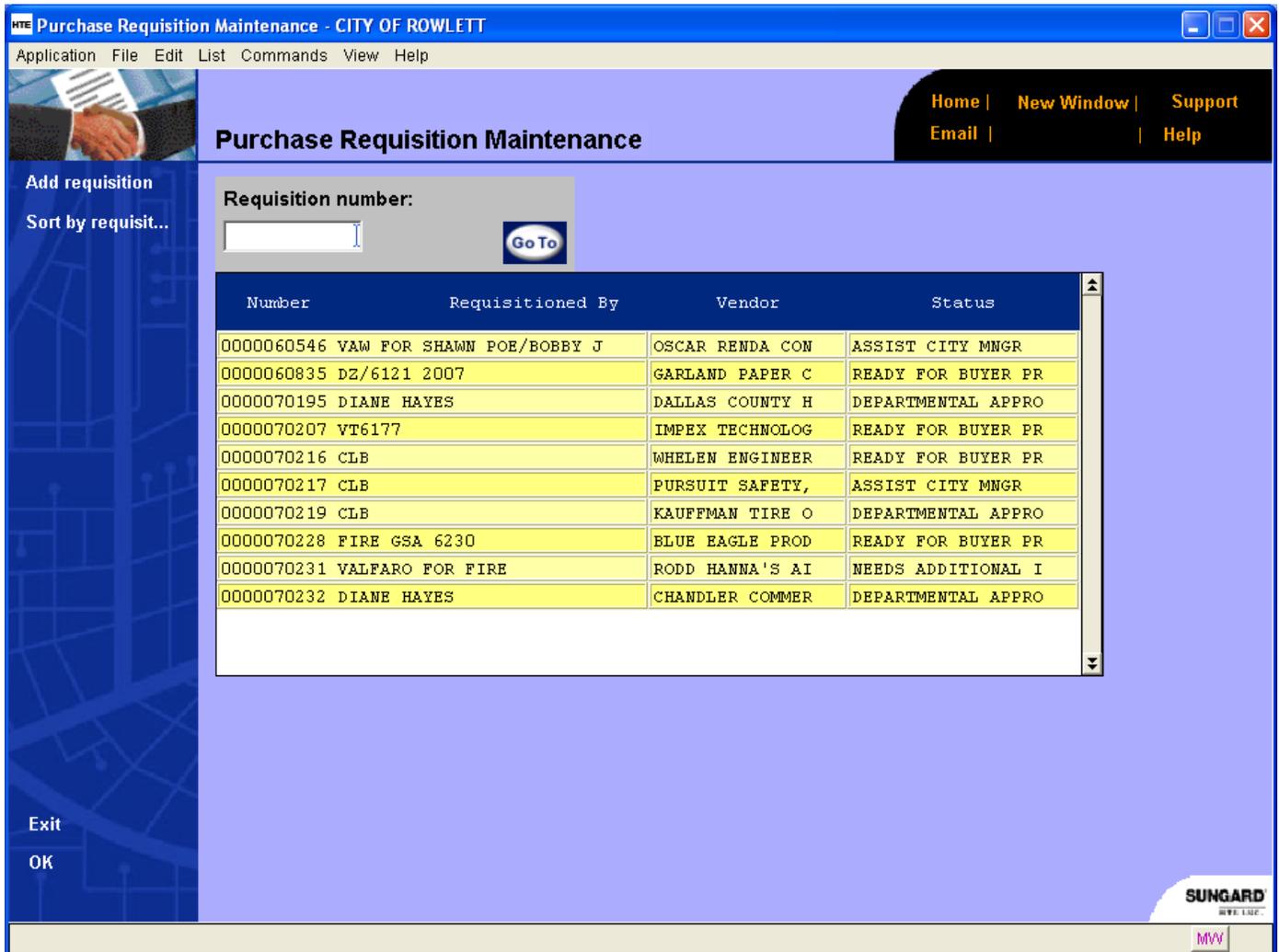
D. NAVILINE REQUISITION ENTRY

Naviline: <http://rwltnav/> (Use your AS400 login and password)

Enter the Requisition Entry function via the following path:

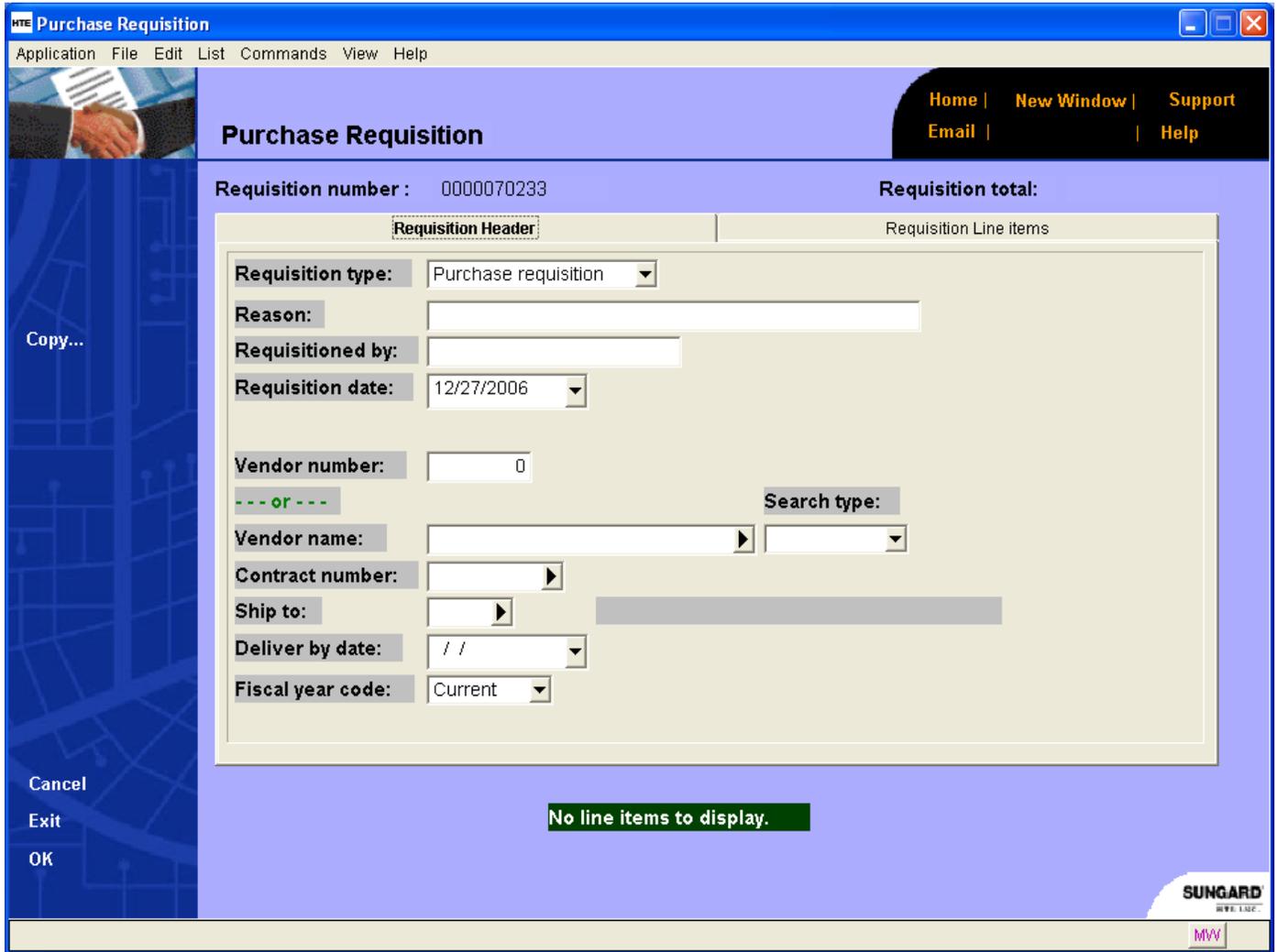
- Financial Systems
 - Purchasing/Inventory Main Menu
 - Purchasing/Receiving Menu
 - Requisition Entry

Note: All ‘shortcut’ function keys used in Green Screen are functional in Naviline.



Choose ‘Add requisition’ from the column on the left.

Purchase Requisition screen:



There are two tabs here that require entry – ‘Requisition Entry’ and ‘Requisition Line Items’.

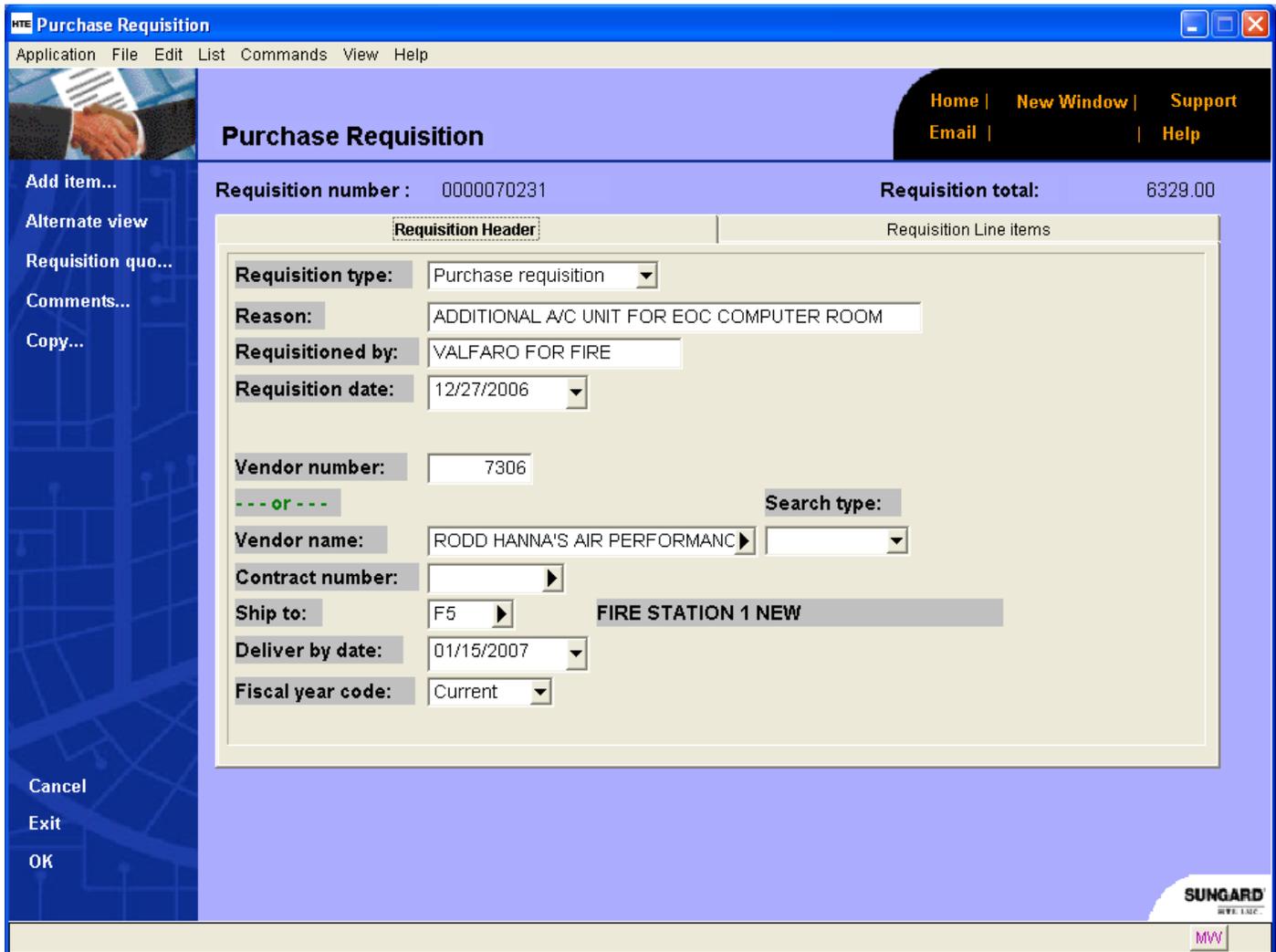
At this point ‘Copy’ can be chosen and any requisition previously entered can be copied if desired. Enter the requisition number you would like to copy. Choose copy with review if changes to requisition will be necessary.

Requisition header:

- Reason: Explain purpose of purchase
- Requisitioned by: Enter login
- Vendor name: Enter partial name tab over to ‘Search type’: Enter B
- Contract number: Skip

Delivery by date: Enter date we would like delivery (MM/DD/YYYY)
Fiscal year code: Current
(At the end of the budget year some requisitions can be entered for 'Future' year.)

Completed 'Purchase Requisition' screen:



Line items cannot be added until requisition header is complete. Press enter and the option 'Enter line item' will appear in the left column.

Choose 'Add item' from left column.

Line item entry screen:

Purchase Requisition - Item Information

Application File Edit Commands View Help

Home | New Window | Support
Email | Help

Extended desc...

Line number: 1

Item description:

Search type:

Vendor part number:

Commodity:

Sub-commodity:

Item number:

Reference:

Ship to: FN FINANCE DEPARTMENT

Order unit of measure:

Quantity: 0.00

Unit cost: 0.0000

Account number:

Project:

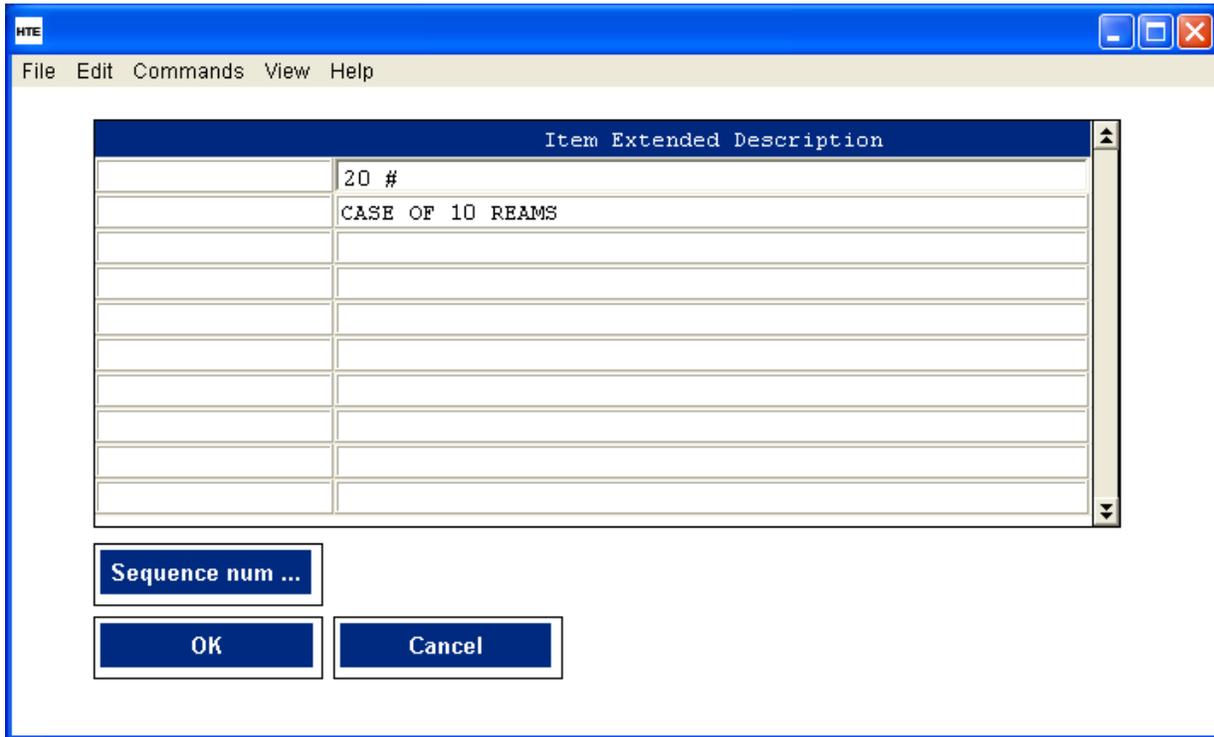
Cancel
OK

SUNGARD
MVA

Enter the information as follows:

Item description: Enter a full description of the product or service to be purchased, enter as many details as you can. F8 or 'Extended description' from the left column will give more lines for the description.

Sample 'Extended Description' (F8) screen:



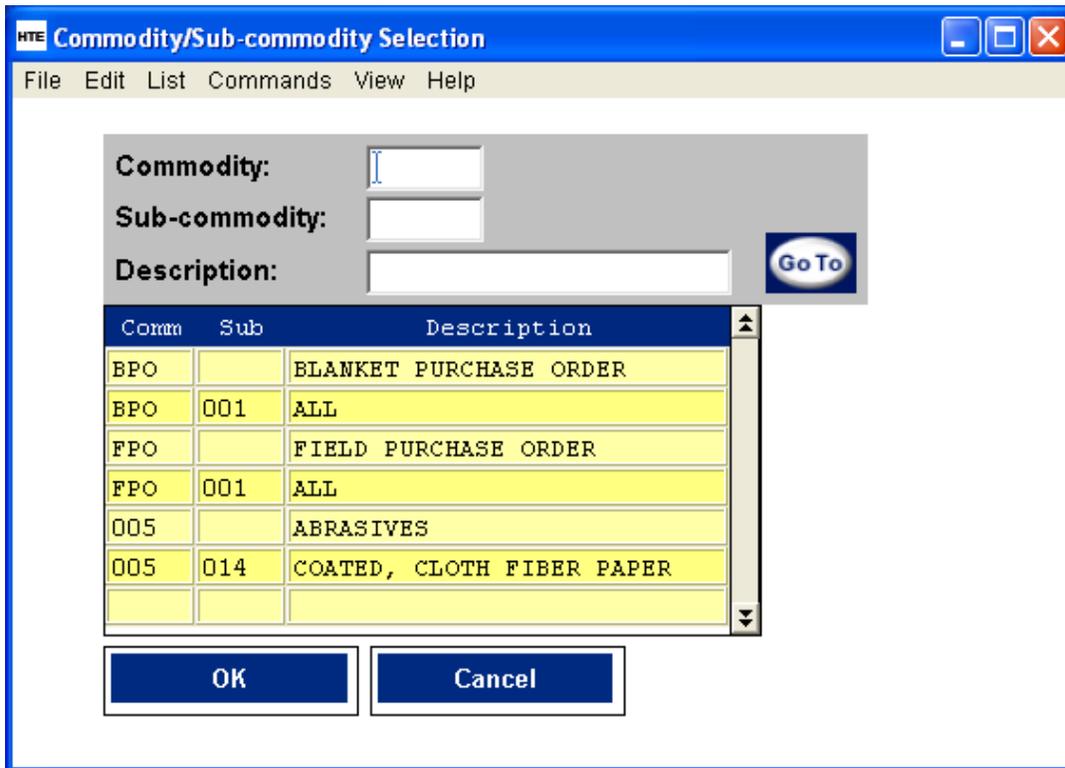
Search type: Leave blank.

Vendor part number: If you have a vendor or manufacturer's part number you may enter it here.

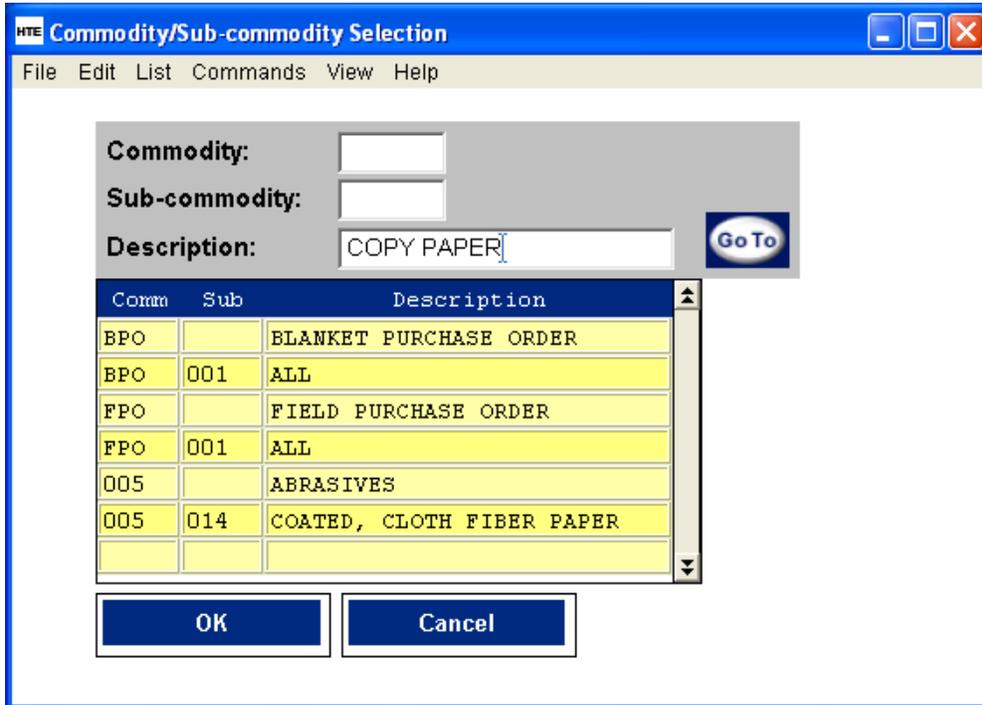
Commodity: A drop down list is available here. A description can be entered to look up the code. Enter description or partial description and 'go to' or enter. Page down to find the correct product or service. When the correct product is located, right click and select from the menu and fields will be filled.

Note: All line items must have a commodity & sub-commodity code. If they do not, H T E will give an error code during buyer processing.

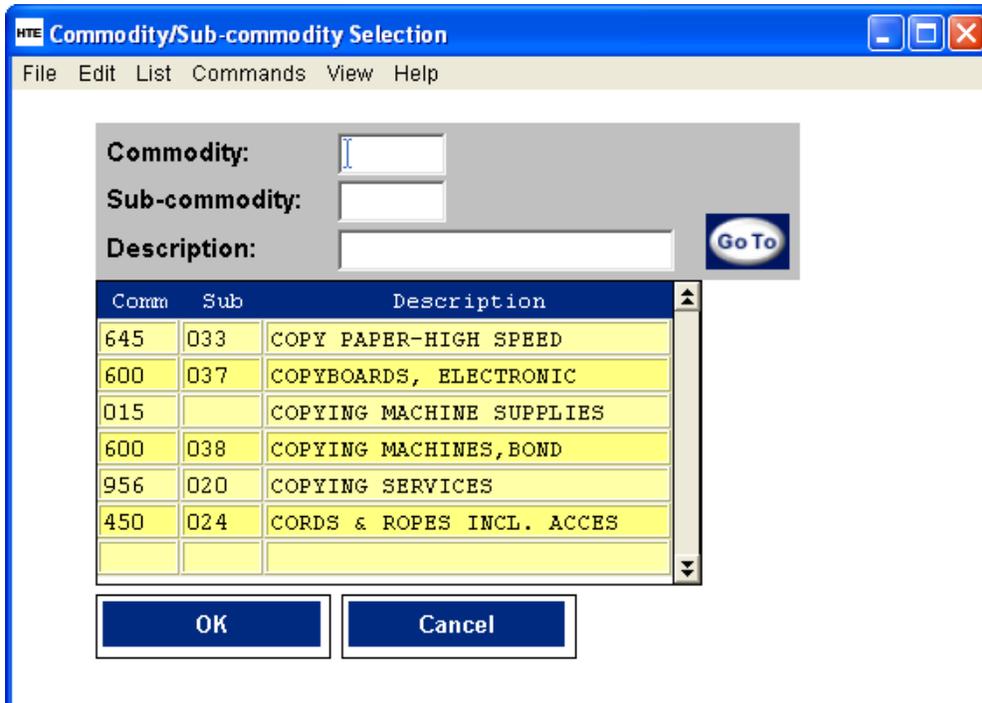
Example commodity/sub-commodity screens:



Description is entered:



Results:



Item number: leave blank

Reference: leave blank

Ship to: Choose the department name from the list that will receive the delivery.

Order unit of measure: Choose the unit of measure desired. (Example: Each, Job, Pair)

Quantity: Enter quantity needed

Unit cost: Enter the cost per unit of measure.

Account number: Enter the account number to be expensed for this order.

Project: Leave blank

Completed line item information screen:

Extended desc...

Line number: 1

Item description: 8.5" X 11" WHITE COPY PAPER

Search type: [dropdown]

Vendor part number: 348047

Commodity: 645 PAPER (OFFICE,PRINT SHOP)

Sub-commodity: 033 COPY PAPER-HIGH SPEED

Item number: [dropdown]

Reference: [dropdown]

Ship to: PU PURCHASING DEPT

Order unit of measure: CSE CASE

Quantity: 20.00

Unit cost: 21.0000

Account number: 10120204306001

Project: [dropdown]

Cancel

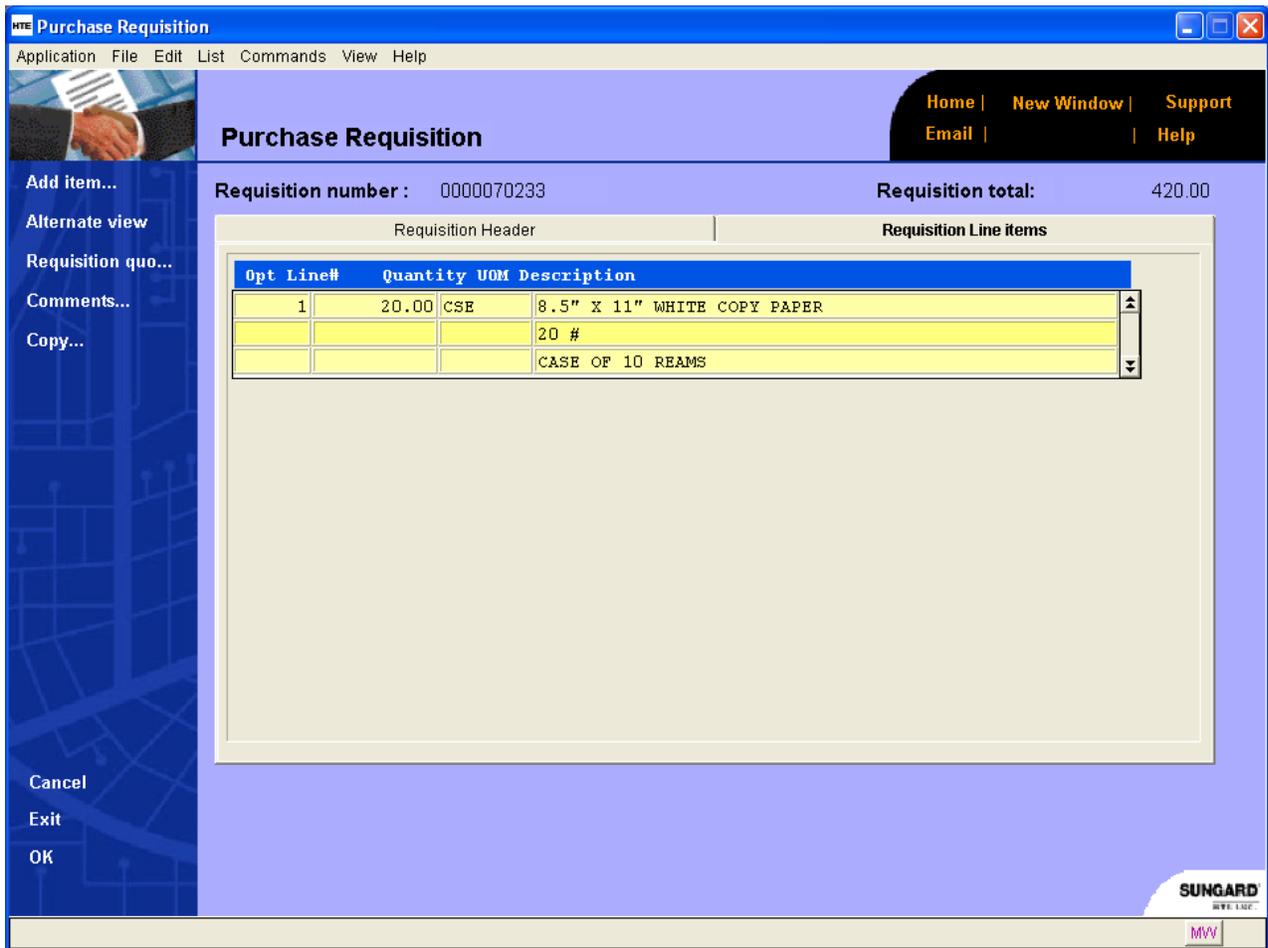
OK

SUNGARD
WWW.SUNGARD.COM

MVV

Press enter and advance to the next line number before choosing ‘Cancel’ or all information entered will be lost.

Sample of completed ‘Requisition Line Items’ tab:



Press enter and the ‘Account Information’ screen will show the line items and account number summary for the order.

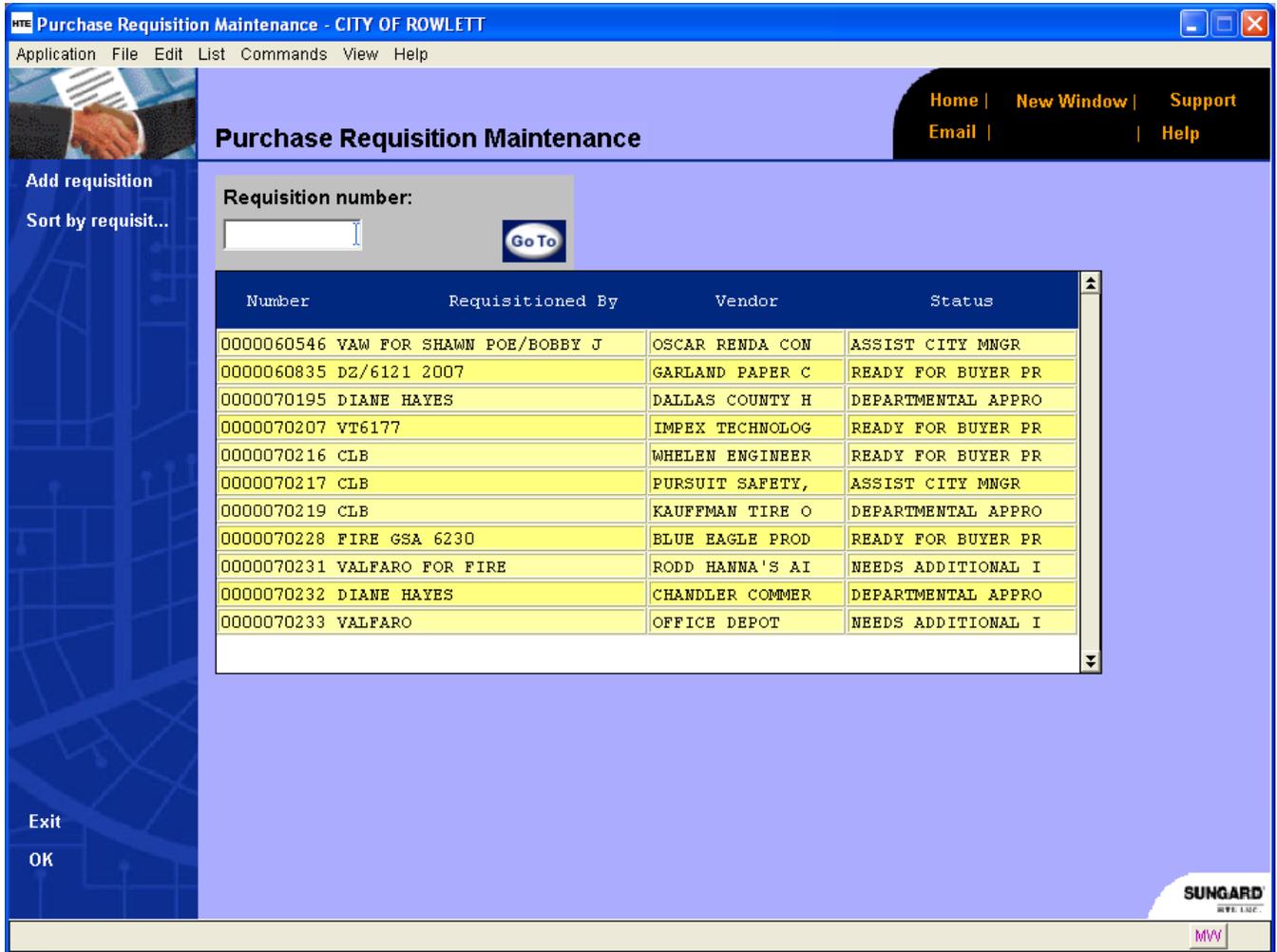


Press enter again and the ‘Account Balance Inquiry’ screen will show the amount budgeted in that account and let you know if the account is over the amount budgeted.



Press enter once more and you will exit requisition entry and will go back to the 'Purchase Requisition Maintenance' screen.

At this point you will see a list of all of the requisitions that have not been approved yet:



If the requisition status is 'NEEDS ADDITIONAL I' this means all information has not been completed in the requisition.

The requisition entered is now ready for Department Head Approval.

Department Head Approval

All requisitions must be approved by the department head or an authorized agent. To approve a requisition the authorized user must select option '2' from the Purchasing/Receiving menu. Enter the requisition number in the "Position to" field, field exit and press *Enter* to bring up a list of requisitions awaiting approval. Select the requisition with a '1' and *Enter*. If the requisition already shows on the screen, tab down to that requisition number, key a '1' and *Enter*. Either way will display the requisition on the screen. Pressing *F9* will approve it.

Returned Requisitions

A requisition may be returned by Purchasing for more information. In this event, both the person responsible for entering it and the person responsible for approving it will receive a message stating that the requisition was rejected for further information. Check the comments section to see why the requisition was returned.

Requisition Inquiry

To determine the status of a requisition you have generated, you may select option '13' "REQUISITION INQUIRY" in the Purchasing/Receiving menu or option '7' "REQUISITIONS" in the Inquiry menu.

Pressing *Enter* will call up a screen showing all requisitions that the user may view.

The first screen will include the following columns for each displayed requisition: req. #, vendor name and requisitioned by.

You may search and/or select requisitions by keying *F17*. This will open a window allowing searches or selections from numerous fields. You may select one or more of these fields to narrow the selection down and then press *Enter*. This will bring up a list of requisitions that meet your selected criteria.

Based on this information, the desired requisition should be identified and selected by keying a '1' in the OPT column to the left of the requisition. Pressing *Enter* after making the selection brings up the main screen of the desired requisition.

Additional details about this requisition can be accessed by function keys listed at the bottom of the screen. Reverse lighting will indicate items that have been ordered. If a purchase order has been issued for a requisition, pressing *F21* will show the associated purchase order number.

Purchase Order Inquiry

Purchase Order Inquiry is similar to Requisition Inquiry. Select option '14' "PURCHASE ORDER INQUIRY" in the Purchasing/Receiving menu or option '8' "PURCHASE ORDERS" in the Inquiry menu.

The first screen displays: purchase order number, vendor number and name, date purchase order issued, buyer initials and status code.

STATUS CODES

- H-Held for printing
- P –Pending Receipts
- 0-Reserved-manual
- 1-Incomplete
- 2-Waiting to be printed
- 3-Awaiting receipt
- 4-Partially received-no invoice
- 5-Partially received and invoiced
- 6-Received-no invoice
- 7-Received-partially invoiced
- 8-Completed
- 9-Canceled

You may search and/or select purchase orders by pressing *F17*. This will open a window allowing searches or selections from numerous fields. You may select one or more of these fields to narrow the selection down and then press *Enter*. This will bring up a list of purchase orders that meet your selected criteria. Key a '1' in the OPT column and press *Enter* to select the desired purchase order.

Note: If you know your requisition number you can trace the status of items that have been processed to a purchase order.

Blanket Order Inquiry

Blanket Order Inquiry is similar to Purchase Order Inquiry. Select option '15' "BLANKET ORDER INQUIRY" in the Purchasing/Receiving menu or option '9' "BLANKET ORDERS" in the Inquiry menu.

The first screen allows the viewer to see all blanket orders starting with the highest number.

Once a specific blanket order is selected on the first screen, the second display will show: the blanket order #, starting and expiration dates, description and amount of blanket order, amount already purchased and amount available. Pressing *Enter* will display the purchase order information concerning the blanket order. The following function keys are displayed at the bottom of the screen:

F2- Display items (This screen is usually blank)

F8- Display remarks (This screen shows the items that may be ordered on this purchase order and the pricing for the items.)

F9- Display invoices. The "Display Invoices" screen also has an *F7* toggle key for "Amount Breakdown".

Note: Blanket orders appear in both "Purchase Order Inquiry" and "Blanket Order Inquiry" options but there are differences in the way that they are viewed. Only "Blanket Order Inquiry" will give you the dates and the dollar limit of the purchase order.

Should you have any questions regarding the on-line requisition process or the purchase order inquiry process, please call the Purchasing Office for assistance.

PURCHASING MANUAL

JANUARY 2012

Page 49

E. Sample Automatic Requisition form

PURCHASE REQUISITION NBR: 0000003294

REQUISITION BY: ALTA DAVIDSON

STATUS: REQUISITION APPROVAL
REASON: PO#971964

DATE: 6/20/97

SHIP TO LOCATION: LIBRARY

SUGGESTED VENDOR: MULTI-CULTURAL BOOKS & VIDEOS

DELIVER BY DATE: 7/30/97

LINE NBR NUMBER	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART
1	FAXED ORDER FOR FL BOOKS COMMODITY: PUBLICATIONS & AUDIOVISUA SUBCOMMOD: BOOKS, MAGAZINES, PAMPHLET	15.00	BK	9.6166	144.25	

REQUISITION TOTAL: 144.25

A C C O U N T I N F O R M A T I O N

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	1140105617491		100.00	144.25
				144.25

REQUISITION IS IN THE CURRENT FISCAL YEAR.

REQUISITION COMMENTS:

NEW VENDOR
MULTI-CULTURAL BOOKS AND VIDEOS, INC
28880 SOUTHFIELD ROAD, SUITE 183
LATHRUP VILLAGE, MI 48076
PH: 800-567-2220
FAX: 810-559-2465

F. PURCHASE ORDER

Purpose

The end result of a requisition is the purchase order. The P.O. form is used to place the actual order with the vendor. The purchase order is a legal contract and gives the vendor authorization to ship the materials, as specified. It is designed to expedite and control buying for the City.

Procedure

Once the requisition is approved by Purchasing and the vendor is selected, the P.O. is computer generated and printed on a four (4) part purchase order form. The copies are distributed as follows:

Vendor's Copy: This white copy is the original copy of the P.O. When a confirming P.O. is required, it is clearly marked as a "confirming order" and mailed to the vendor. Various terms and conditions are printed on the back.

Payment Copy This pink copy is sent to the user department/division to be held in a pending file until all of the items or services are received. Then the department/division must use option #10 to receive the items in the system (See Receiving and Inspection, page 72.)

Departmental Copy: This yellow copy is sent to the user department/division for their records.

Finance Copy: This blue copy is retained in Purchasing and filed numerically for their records.

Comments

In order to comply with state statutes (Texas Local Government Code, Subtitle F. State and Local Contracts and Fund Management, Chapter 2251. Payment for Goods and Services) and avoid the interest penalty, invoices must be paid within thirty (30) days after delivery. Attach all packing slips, delivery tickets, and invoice to the pink receiving form or a Copy of the Pink Payment PO for Partial Receipt and submit them to Accounting no later than the next working day.

The "**Delivery Date**" is the factor which determines the period in which an expenditure will be recorded or charged.

For detailed instructions on receiving see Receiving and Inspection, page 72.

PURCHASING MANUAL

JANUARY 2012

Page 51

G. Sample Purchase Order



City of Rowlett • 4004 Main Street
 P.O. Box 99 • Rowlett, Texas 75030-0099
 972-412-6189 • FAX 972-412-6144

PURCHASE ORDER

NO.: 070365
 P.O. DATE 02/02/07

TO:

HD SUPPLY WATERWORKS
 PO BOX 840700
 DALLAS, TX 75284

SHIP TO:

CITY OF ROWLETT
 WATER DEPARTMENT
 ATTN: BOBBY JACOBS
 4310 INDUSTRIAL
 ROWLETT, TX 75088

VENDOR NO.							
7055							
DELIVER BY		SHIP VIA		F.O.B.		TERMS	
02/15/07		BEST WAY		ROWLETT		NET/30	
CONFIRM BY		CONFIRM TO		REQUISITIONED BY			
BOB BLACKERBY		VICKI ALFARO		CLB			
FREIGHT	CONTACT NO.	ACCOUNT NO.	PROJECT	REQ. NO.	REQ. DATE		
		16045625006026		70299	02/01/07		
LINE NO.	QUANTITY	UOM	ITEM NUMBER AND DESCRIPTION		UNIT COST	EXTENDED COST	
1	12.00	EA	6"X12" REPAIR CLAMP(705-745)		71.99	863.88	
2	12.00	EA	8"X12" REPAIR CLAMPS(899-939)		84.85	1018.20	
3	100.00	FT	1 1/2" SDR-9 POLY		.85	85.00	
4	100.00	FT	2" SDR-9 POLY		1.36	136.00	
5	6.00	EA	8"X2" DOUBLE STRAP BRONZE TAPPING SADDLE-CC THREAD		84.66	507.96	
6	6.00	EA	8"X1 1/2" DOUBLE STRAP BRONZE TAPPING SADDLE-CC THREAD		83.93	503.58	
7	6.00	EA	10"X1 1/2" DOUBLE STRAP BRONZE TAPPING SADDLE CC THREAD		106.24	637.44	
8	8.00	EA	1 1/2" METER FLANGE GLAND PAKS		41.38	331.04	
9	8.00	EA	STYLE 262 HYMAX COUPLING FOR 8.54-9.17 OD		146.75	1174.00	
10	20.00	EA	3/4" FLAIR ANGLE STOP/LOCK WING		16.85	337.00	
11	20.00	EA	2" SCHEDULE 40XSDR-9 INSULATING ADAPTER		8.10	162.00	
12	40.00	EA	4" PVC TO PVC CT ADAPTER		2.95	118.00	
					SUB-TOTAL	5874.10	
					TOTAL	5874.10	

RECEIVER SIGNATURE _____ AUTHORIZED SIGNATURE *Alyson Wilson*
 DATE RECEIVED _____ FORWARD ALL INVOICES TO: CITY OF ROWLETT, ATTN: ACCOUNTS PAYABLE
 P.O. BOX 99, ROWLETT, TX 75030-0099
 VENDOR COPY

H. EXPEDITED AND EMERGENCY PURCHASES

The City realizes that emergencies do occur. Emergency purchases are those needed to avoid interruption in City Services or to protect public health and safety.

Purchases made in expedited and emergency situations are generally more costly than routine purchases. Therefore, they must be kept to a minimum. Poor planning, overlooked requirements, or negligence may cause the need for expedited purchases but are not true “emergencies.”

Expedited Purchases

Requisitions for expedited purchases are handled differently than routine purchases. There are two types of expedited purchases:

- 1) Purchases required within ten (10) days to prevent unacceptable work slow down or service deficiencies;
- 2) Purchases required immediately to prevent actual work stoppage or service interruption.

Expedited purchases are not emergency purchases. They are for items needed quickly to prevent costly delays, and therefore, warrant the additional cost and effort caused by the interruption of the normal work routine.

Requisitioning Expedited Purchases

The normal on-line requisition procedure should be used for both types of expedited purchases. The requisitioning department/division should contact the Purchasing Office by telephone, e-mail, and via the on-line system to advise them that special attention should be administered by the buyer to receive the products or services as needed. Special comments relative to the expedited purchase should be entered in the “F20=Comments” portion of the on-line requisition.

Emergency Purchases

Requisitions for purchases defined as emergency purchases are handled similarly to those for expedited purchases with one major difference. They must meet one of the fifteen (15) qualifications for exempt purchases in Chapter 252.022 of the Texas Local Government Code. However, the three (3) true emergency exemptions, as listed in the above statute, are listed below:

- 1) There is a case of public calamity and the prompt purchase of items is required to provide for the needs of the public or to preserve the property of the City.
- 2) The item is necessary to preserve or protect the public health or safety of the residents of the City.
- 3) The item is made necessary by unforeseen damage to public property.

When emergencies arise that are not covered by maintenance agreements, Blanket contract POs, FPOs, or City Inventory, please notify Purchasing immediately for a verbal P.O. number. The information needed to receive a verbal P.O. number is the vendor arrangements, the complete description of the item or service required and the specific costs involved.

Emergency purchases require a confirming requisition to be sent through the on-line requisition system after the fact. The confirming requisition **MUST** reference the confirming P.O. number given over the telephone.

For true emergency items as stated above, quotes are not necessary.

Requisitioning of Emergency Purchases

Normal Working Hours. All emergency purchases occurring during normal working hours are processed through the Purchasing Office as follows:

1. The using department/division will immediately notify the Purchasing Office by telephone with as much information as possible about the emergency purchase required, so that the appropriate action can be initiated.
2. Simultaneously, a purchasing requisition is to be prepared by the using department /division and sent through the normal channels.
3. The Purchasing Office or using Department/Division Head contacts as many vendors as necessary to arrange the emergency purchase. If time permits, the purchase order is completed according to procedure. Otherwise, the purchase is completed by telephone, and the purchase order is completed, after the fact, and delivered to the vendor.

4. The buyer requests expedited delivery. The person making the requisition may be required to pick-up the emergency purchase from the vendor if the expedited delivery is not available.

Evening, Weekends and Holidays. For other than normal working hours, when purchasing support is unavailable, process emergency purchases as follows:

1. The responsible official of the using department/division takes whatever steps are necessary to procure needed supplies, services or equipment to relieve the emergency situation. If possible, only those goods or services needed during the evening, weekend or holiday are procured.
2. On the first working day following the emergency, the responsible official prepares an on-line requisition and personally delivers any invoices, packing slips, or receipts to the Purchasing Office to be attached to the requisition for processing.

The official in charge of the using department must certify, in writing, the next business day, or as soon thereafter as possible, that the purchase involved was necessary because of one of the reasons listed on the previous page.

IN SUCH CIRCUMSTANCES, THE USING DEPARTMENT BEARS THE BURDEN OF ENSURING THAT THE EMERGENCY PURCHASE MEETS THE REQUIREMENTS OF STATE LAW.

I. FIELD PURCHASE ORDER

Purpose

The FPO allows individual departments/divisions to place orders up to a maximum of \$2,999.99 for certain supplies, materials, or services directly with vendors. It is an AS400 designed requisition to eliminate the processing time and expense of minor purchase orders. FPOs shall be used as a payment mechanism for purchases under \$3,000.00 with the following exceptions as specified on page 57.

For every FPO issued, each department/division is responsible for assuring that sufficient funds are available within the appropriate budget, and that the purchase meets the criteria established especially for purchase orders.

Abuse or misuse of this system will result in the withdrawal of authorization to use the FPO. Examples of misuse include:

1. Using the FPO for unauthorized items or services.
2. Exceeding the \$2,999.99 maximum limit.
3. Using FPOs when sufficient funds are not available within the appropriate budget.
4. Using FPOs during the period when purchases are suspended at the end of each fiscal year.
5. Splitting, dividing or separating requirements to keep FPOs under the \$3,000 limit and thus avoid submitting a standard requisition or to avoid the competitive bidding process in any way.

Authorization will be withdrawn after three (3) violations during any one period from October through September.

Authorized Purchases By FPOs:

1. Goods and services up to a maximum of \$2,999.99, including freight, delivery and installation, which are not covered under contract or are not available from City Inventory.
2. Memberships, subscriptions and registration fees for conferences and seminars, when a vendor will take a FPO number and invoice you at a later date.

Unauthorized Purchases By FPOs:

1. City inventory items carried in Accounting.
2. Items covered by annual contracts.
3. Maintenance agreements.
4. Travel related expenses such as airfare, lodging, rentals, etc.
5. Splitting, dividing, or separating requirements to keep FPOs under the \$3,000 limit and thus avoid submitting a standard requisition or to avoid the competitive bidding process in any way.
6. Computer hardware or software (except for the IT Division).

Procedure

The using departments/divisions are responsible for the materials or products for FPOs. To avoid charges of favoritism and price collusion, purchases should be rotated among vendors offering comparable prices, quality and service.

The City is exempt from paying any local or state sales tax, and federal excise tax. For more information, see Tax Exemption Certificates, page 84-85.

FIELD PURCHASE ORDERS

1. **Department/Division - Enters FPO – Menu Option - 1.** Field Purchase Order Entry (requisition entry people only)
2. **Department/Division - Approves FPO – Menu Option - 6.** FPO Payment Approval (dept. requisition approval people only). F9 -This option will result in the account being encumbered for the amount of the FPO after nightly or early morning updating. An Encumbrance batch will be created.
 - a. Dept. print FPO.
 - b. Dept. Receives Merchandise.
 - c. Dept. Send copy of FPO and Invoice to Accounting.
 - d. Accounting – Check will be cut and matched to supporting paperwork then filed in Accounting.
3. **AS/400 –** After Approval for Payment, a batch will be created for Accounts Payable with nightly or early morning update processing.
4. **Accounting –** Post encumbrance batch and process A/P batch as they are created.
5. **FILE MAINT = Menu Option - 3.** Field Purchase Order Maintenance may be used as needed by the department to add an invoice number or other information after the merchandise has been received. This option should be used prior to the Approval of the FPO.
6. **CANCEL AN FPO.**
 - An FPO can be cancelled any time prior to approval for payment (Step 2).
 - To cancel an FPO use Option 1. Field Purchase Order Entry, or, Option 3. Field Purchase Order Maintenance.

If you cancel/delete an FPO after approval for payment, a negative encumbrance results; thus FPOs should not be canceled/deleted after approval for payment. If an adjustment needs to be made, contact Accounting.

PURCHASING MANUAL

F7=Additional information, Pressing F7 will display Invoice:, Invoice date : and Due Date: if the data has been entered. Press F7 a 2nd time will redisplay the basic list.

```

PI348P01      CITY OF ROWLETT      8/03/01
              Field Purchase Order Entry      10:27:56

Position to . . . . .
Type option, press Enter.
 2=Change  4=Cancel  5=Display  6=Print
Opt FPO #  Vendor name      Status
  F00011                NEED ADDITIONAL INFO
Invoice :      Invoice date : 000000  Due date : 000000
  D00007  SCIENCE PLACE      CANCELLED
Invoice : 123456TEST  Invoice date : 072401  Due date :081001
  D00006  SCIENCE PLACE      CANCELLED
Invoice : 123457TEST  Invoice date : 072501  Due date :073001
F3=Exit  F6=Add FPO  F7=Additional information  F17=Subset

```

F6=Add An FPO

```

PI349U01      CITY OF ROWLETT      8/03/01
              Field Purchase Order Entry      10:33:36

Type information, press Enter.      Assigned
Field PO number . . . F00015  Date . 080301  User (F4) GLEN
Remarks . . . . .
Received by . . . GLEN
GM vendor # (F4) . . 10263 THE SCIENCE PLACE
Invoice number (F4)      Invoice date . . . 000000
Payment due date . . 000000 (MMDDYY)
Invoice amount . . .      Line total . . . . .00
Account number Project  Amount  Transaction description

01105405146101      1.00  TEST FPO

_____
_____
_____
_____
_____

F3=Exit  F4=Prompt  F7=Additional info  F8=Comments      F9=Retrieve
F10=PI vendors  F12=Cancel      F16=Reserve FPO#

```

PURCHASING MANUAL

JANUARY 2012

Page 60

BLUE ITALICIZED = SYSTEM ASSIGNED FIELDS

BLUE= REQUIRED FIELDS to Add a new FPO

NOTES

- All fields can be changed at this point **Except** "Field PO number"
- FPO can be created without the "Account number" and "amount", by pressing F16 Reserve FPO#. Status will change to "Needs Further Information"
- **CAUTION** – When reserving a Field PO number using "**F16 Reserve FPO#**", it is important to key enough of a description, or comment, to allow the user to remember what the FPO was reserved for when further processing detail is available.

Step 2- Menu option 5 = Department Approval Processing:

PI327P01 CITY OF ROWLETT 8/03/01
Field Purchase Order **Department Approval** 10:54:18

Position to

Type option, press Enter.

1=Select for approval 5=Display

<u>Opt</u>	<u>FPO #</u>	<u>Vendor name</u>	<u>Invoice #</u>	<u>Amount</u>
<u>1</u>	F00015	SCIENCE PLACE		\$1.00
—	F00161	COCA-COLA BOTTLING CO.		\$66.00
—	F00160	PARTY CITY		\$1.00
—	F00156	SAM'S CLUB		\$200.00
—	F00154	FLAGHOUSE, INC.		\$144.48
—	F00153	BEST ACCESS SYSTEMS		\$18.00
—	F00152	SAM'S CLUB		\$150.00
—	F00149	FITNESS WHOLESALE		\$224.90
—	F00140	SAM'S CLUB #8299		\$300.00
—	F00137	SAM'S CLUB #8299		\$300.00
—	F00134	HIGHTECH SIGNS		\$21.30
—	F00128	MJ DESIGN		\$1.00
—	F00080	ARCHIVE SUPPLIES, INC.		\$360.00
—	F00065	WALMART SUPER CENTER		\$1.00

Select an FPO to approve, press Enter: The following screen will appear.

PURCHASING MANUAL

JANUARY 2012

Page 61

```
PI327U01          CITY OF ROWLETT          8/03/01
                Field Purchase Order Department Approval    10:55:32
ENTERED - NEED APPROVAL
Type information, press Enter.          Assigned
Field PO number ... F00015 Date .. 080301 User .. GLEN
Remarks .....
Received by ..... GLEN
Vendor ..... 0010263 SCIENCE PLACE
Invoice number ...          Invoice date ... 000000
Payment due date .. 000000 (MMDDYY)
Invoice amount ...          Line total .... $1.00
Account number Project Amount Transaction description
01105405146101          $1.00 TEST FPO
```

F3=Exit F4=Prompt **F7=Additional info F8=Comments F9=Approve F11=Reject**
F12=Cancel

Step A – Select the FPO to be Approved. Key any additional information or comments(F8).

Step B – [Press F9 To Approve](#) the FPO. The amount approved will be encumbered for the account when the nightly or early morning update processing is performed. **Example**, if an FPO is approved **Today**, the Encumbrance will not appear on the account until **Tomorrow**.

End of Procedure - Creating and approving an FPO is complete.

OTHER PROCEDURES

CANCELING AN FPO

An FPO can be cancelled at any time Prior to approval for payment. To cancel an FPO use Menu option 1, Field Purchase order entry or Menu option 3, Field Purchase Order Maint.

RESERVING AN FPO NUMBER

- An FPO can be created without the “Account number” and “amount”, by pressing F16 Reserve FPO# AFTER F6 has been pressed from Menu Option 1. The status of the FPO will change to “Needs Further Information” until required information is entered.
- **CAUTION** – When reserving a Field PO number using **“F16 Reserve FPO#”**, it is important to key enough of a description, or comment, to allow the user to remember what the FPO was reserved for when further processing detail is available.

DELETING AN FPO

FPO NUMBERS CANNOT BE DELETED

Please use the ADD and RESERVE functions with caution. The numbers should be cancelled PROMPTLY, if it is determined that they are not to be used.

F17 SUBSET

The Subset function key is used throughout all the HTE systems. If it is available for the particular application you are using, it will be listed on the bottom of the screen along with other F keys.

Purpose: To allow the user to limit the information to be displayed. For example, if using the FPO inquiry (Option 4. Field Purchase Order Inquiry) the following prompt will appear.

Field Purchase Order Inquiry Subset

Type information, press Enter.

Assigned user (F4) . . _____
GM Vendor # (F4) . . . _____
Name _____
Invoice number _____
FPO date range . . . _____ to _____
Approval date range _____ to _____
FPO status (F4) _____
Account number range . _____ (*From Acct*)
_____ (*To Acct*)
Project number (F4). . _____
Item description

F4=Prompt F10=PI Vendors F12=Cancel

Select any field to key information, press enter, and the data will be displayed based on the selection made. For example, if the user only wanted to see the FPO's for Assigned user GLEN; the user would key GLEN in the field and only my Glen's FPO's would display.

Pressing F4 on the FPO status line will display the following options

- | Opt Code | Description |
|----------|---------------------------|
| 1 | NEED ADDITIONAL INFO |
| 2 | ENTERED - NEED APPROVAL |
| 3 | DEPT APPROVD NEED INVOICE |
| 4 | AWAITING PAYMENT APPROVAL |
| 5 | INVOICED |
| 6 | COMPLETED |
| 7 | CANCELLED |

PURCHASING MANUAL

JANUARY 2012

Page 64

PRINTING AN FPO

The FPO Receiving Report can be printed from 2 sources.

Menu Option 1. Field Purchase Order Entry, then key **Option 6=Print**

Menu Option 4. Field Purchase Order Inquiry, then key **Option 6=Print**

The receiving report is printed in the following format.

PI328L

PAGE: 1

FPO ENTRY / RECEIVING REPORT

FPO NUMBER : F00175 DATE RECEIVED: 9/18/01
REMARKS : REPAIR PARTS FOR HALE HOUSE
RECEIVED BY: D HALE ENTERED: 9/18/01 16:07 BY: VOORHIESD
VENDOR: 0012544 - HANDYMAN HARDWARE, INC.
INVOICE NUMBER: 64238 INVOICE DATE: 9/18/01
INVOICE POSTED: 9/20/01 9:50 BY: HODGESD
PAYMENT DUE: 9/27/01 AMOUNT: \$ 19.99
ACCOUNT# PROJ# AMOUNT ITEM DESCRIPTION

01130615414502 \$ 19.99 INV #64238 DATED 9/17/01

PURCHASING MANUAL

J. SAMPLE FPO

PI349I01 CITY OF ROWLETT 2/02/07
Field Purchase Order Inquiry 16:27:56

INVOICED
Type information, press Enter. Assigned
Field PO number . . . F50426 Date . . 113006 User . . VALFARO
Remarks BID 2007-19-ADVERTISEMENT-DEMOLITION SERVICES
Received by VALFARO
Vendor 0004302 STAR COMMUNITY NEWSPAPER
Invoice number . . . 377114 Invoice date . . . 011507
Payment due date . . 011907 (MMDDYY)
Invoice amount . . . \$91.00 Line total \$91.00
Account number Project Amount Transaction description
10120204307608 \$91.00 STAR/BID AD/DEMOLITION SERVICES 2007-19

F3=Exit F7=Additional info F8=Comments F9=Approval info F12=Cancel

Changes or Cancellations

The person signing the FPO is authorized to make changes or cancel a FPO as long as the total price does not exceed \$2,999.99.

Expediting

Each department/division is responsible for all follow-up pertaining to FPO purchases. Purchasing may be contacted for advice or assistance if a problem develops.

Receiving

See Receiving and Inspection.

K. NAVILINE FPO ENTRY

Naviline: <http://rwltnav/> (Use your AS400 login and password)

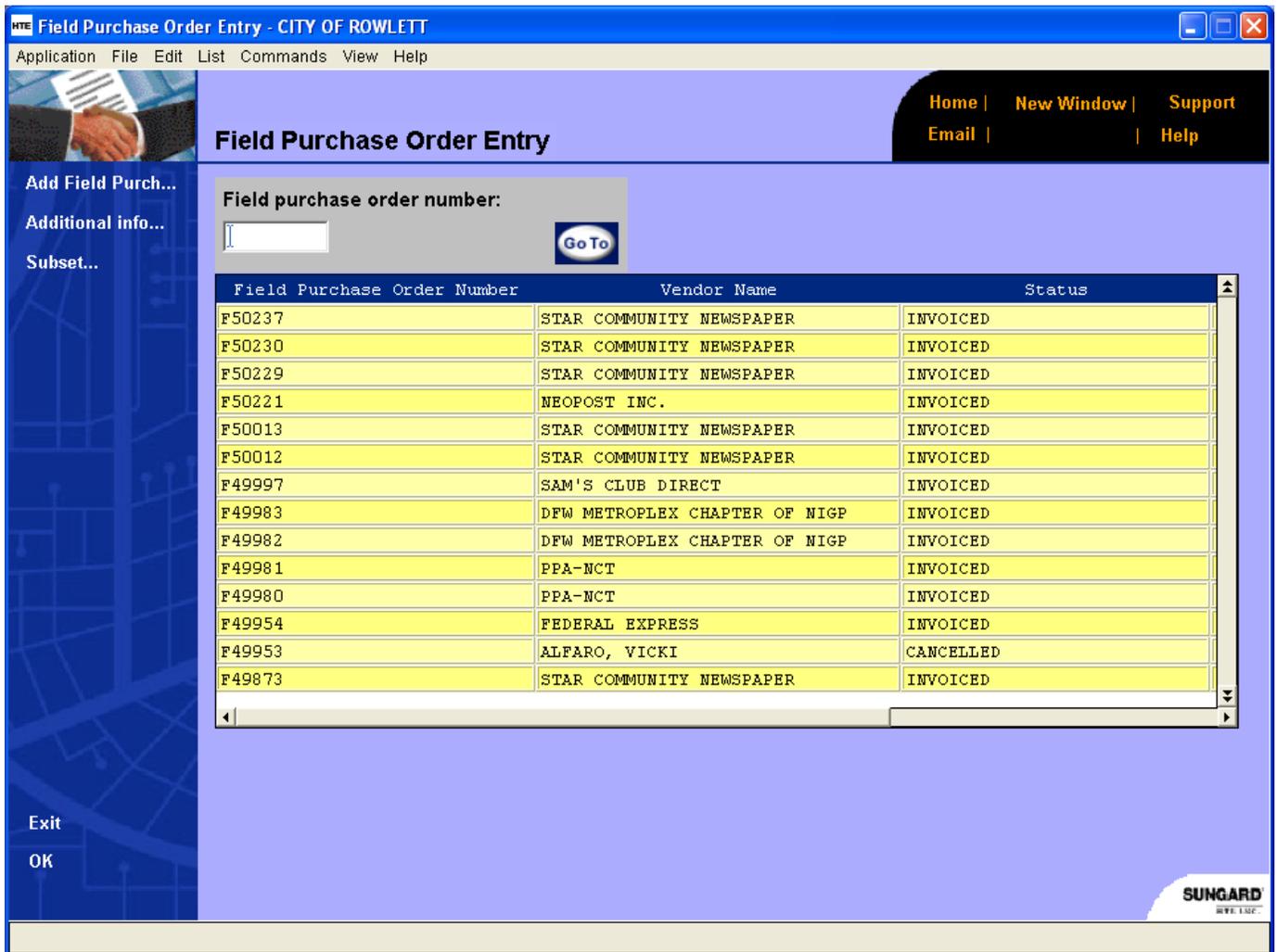
Enter the Field Purchase Order Entry Function via the following path:

Financial Systems

 Purchasing/Inventory Main Menu

 Field Purchase Order Menu

 Field Purchase Order Entry



Choose 'Add Field Purchase Order' from the column on the left.

Order entry screen:

Field Purchase Order Entry - CITY OF ROWLETT

Application File Edit Commands View Help

Home | New Window | Support
Email | Help

Field Purchase Order Entry

Field purchase order number: F50311 Assigned user: VALFARO
Field purchase order date: 12/26/2006 Status:

Rapid Entry Invoice Information

Received by:
Remarks:
GM vendor number: 0
--- or ---
Vendor name:

Account Number	Project	Amount	Transaction Description
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	

Line total: .00

Cancel
Exit
OK

SUNGARD
WWW.SUNGARD.COM

There are two tabs here that require entry – ‘Rapid Entry’ and ‘Invoice Information’.

Rapid Entry tab:

Received by: Enter login

Remarks: Describe purchase and purpose

Tab to ‘Vendor Name’ and enter partial vendor name.

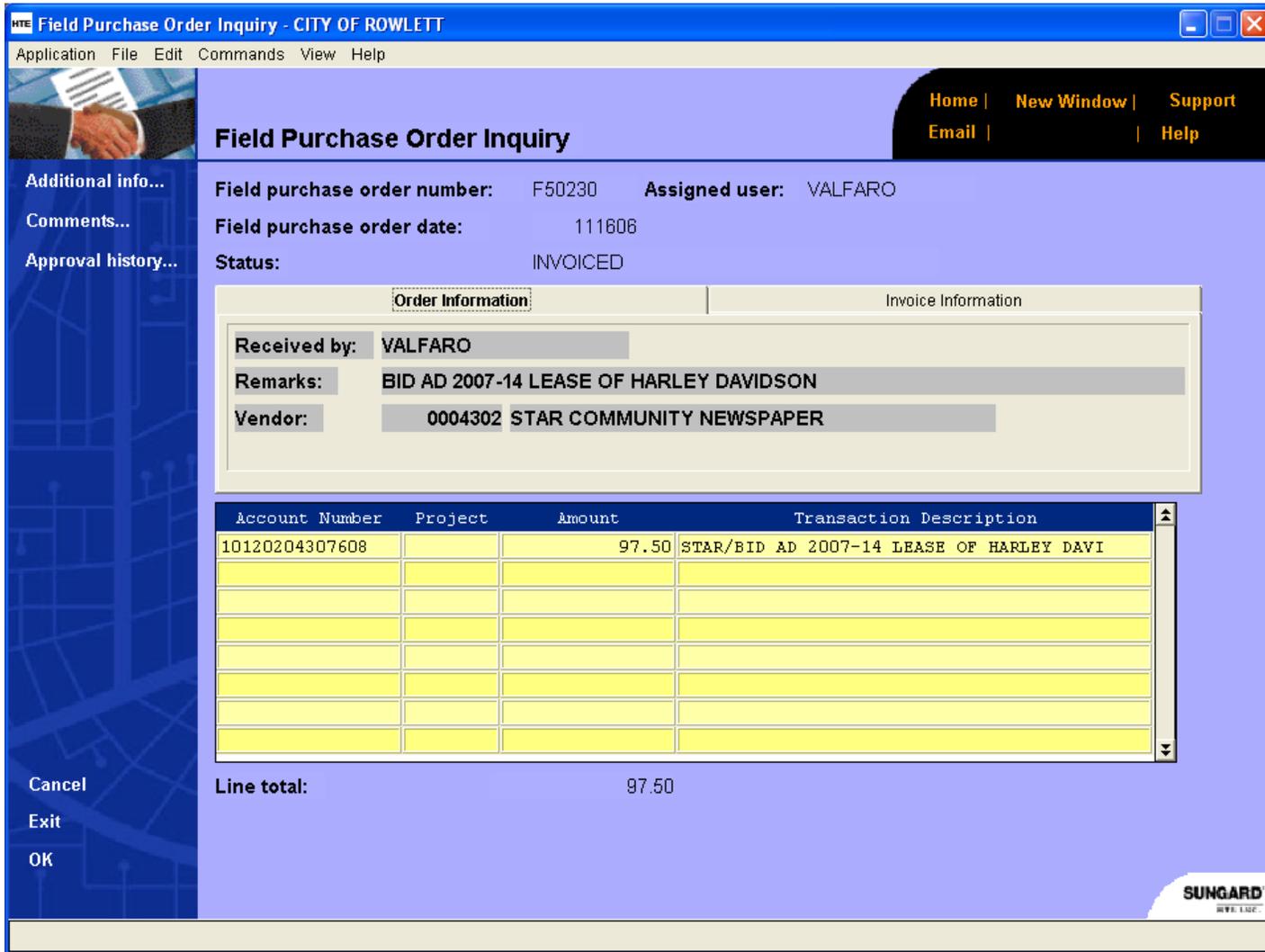
Tab and enter ‘B’ (for Begins with); choose vendor name from list

Enter account number in designated area along with amount and the transaction description.

(Note: Standard form for the ‘Transaction Description’ area is ‘Vendor name/description’; vendor name can be abbreviated here.)

Project is not usually applicable.

Rapid Entry (Order Information) example screen: (This example is from the inquiry function.)



****Important:**
Click on the ‘Invoice Information’ tab
Enter Invoice number
Enter Invoice date

Enter Payment due date

Enter Invoice amount

Note: "Field purchase order date" and "Invoice date" must be the same.

'Invoice Information Tab' example screen:

The screenshot shows a software window titled "Field Purchase Order Inquiry - CITY OF ROWLETT". The interface includes a menu bar (Application, File, Edit, Commands, View, Help) and a navigation pane on the left with options like "Additional info...", "Comments...", and "Approval history...". The main area displays the following information:

- Field purchase order number:** F50230
- Assigned user:** VALFARO
- Field purchase order date:** 111606
- Status:** INVOICED

Below this is a tabbed interface with "Order Information" and "Invoice Information" tabs. The "Invoice Information" tab is active and shows:

- Invoice number:** 373954
- Invoice date:** 121206
- Payment due date:** 121506
- Invoice amount:** 97.50

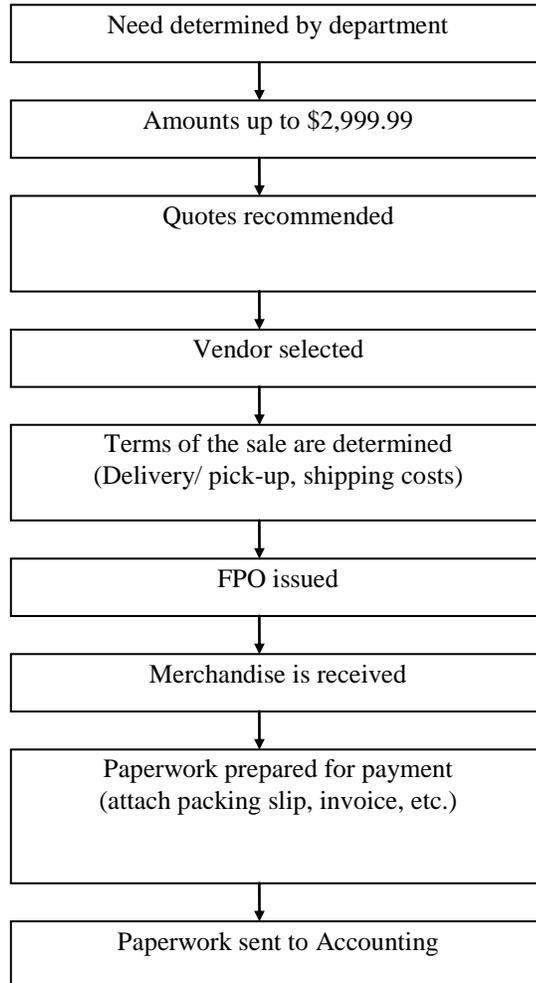
At the bottom, there is a table with the following data:

Account Number	Project	Amount	Transaction Description
10120204307608		97.50	STAR/BID AD 2007-14 LEASE OF HARLEY DAVI

Below the table, it shows "Line total: 97.50". The interface also includes "Cancel", "Exit", and "OK" buttons, and a "SUNGARD" logo in the bottom right corner.

Press enter when you are finished and the system will return to the main Field Purchase Order Entry screen. Changes can be made here or in 'Field Purchase Order Maintenance'. When the FPO is approved and has a status of 'Invoiced' changes can no longer be made.

L. FIELD PURCHASE ORDER FLOW CHART



M. GUIDELINES FOR PRICE QUOTATIONS

Bidding limits are established to ensure that sizable purchases are subject to fair competition among available, responsible vendors. To effectively expedite and control purchases of goods and services that are under the sealed bid limits established by the Local Government Code, Chapter 252, the following guidelines have been established by the City of Rowlett Purchasing Agent to assist Purchasing Office employees, as well as other city employees, in obtaining competitive quotes. These guidelines are based on the Texas Comptroller of Public Accounts Model Purchasing Manual for Texas Cities and Counties. Even though certain purchases are exempt from the statutory requirements for formal sealed bids, they should have adequate controls and be subject to all practical competition.

The following statutes are quoted from the Texas Local Government Code, Chapter 252 and are listed as a reference for any representatives of the City of Rowlett in obtaining quotations for goods or services under **\$50,000.00**.

A. 252.021 LGC - Competitive Bidding and Competitive Proposal Requirements

- (a) (a) Before a municipality may enter into a contract that requires an expenditure of more than **\$50,000** from one or more municipal funds, the municipality must comply with the procedure prescribed by this chapter for competitive sealed bidding or competitive sealed proposals.

a. B. 252.0215 LGC - Competitive Bidding in Relation to Historically Underutilized Business

A municipality, in making an expenditure of more than \$3,000 but less than **\$50,000** shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the Texas Building & Procurement Commission pursuant to Chapter 2161, Government Code. If the list fails to identify a historically underutilized business in the county in which the municipality is situated, the municipality is exempt from this section.

C. 252.062 LGC - Criminal Penalties

- (a) A municipal officer or employee commits an offense, if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor.

D. 252.001 LGC – Definitions

- (2) “Component purchases” means purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
- (6) “Separate purchases” means purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
- (7) “Sequential purchases” means purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.

Guidelines for Purchases Below \$50,000

If competitive sealed bids are not used, price quotations should be solicited from an adequate number of vendors to ensure competition. Procedures for obtaining price quotations are not established by state law and are structured to the needs of the City of Rowlett. City employees should use the following guidelines. To protect the integrity of the process, all solicitations of quotes shall comply with the following.

- A. Vendors should be informed that only price quotes are being solicited at this time.
- B. Vendors should not be privileged to quotes from other vendors.
- C. Vendors should be rotated to ensure competition.
- D. Justification for any sole source request should be documented on the requisition.
- E. Purchasing should be contacted if additional vendors for a particular product or service are needed.
- F. Purchasing should be contacted for historically underutilized businesses for purchases over \$3,000.
- G. Purchases should be monitored to determine if separate, sequential, or component purchases might exceed the bid limits.
- H. Quotes should be submitted with a requisition to the Purchasing Department/Division for vendor selection, processing, and ordering.
- I. The lowest price should always be accepted, all other factors being equal.
- J. The user department/division shall never place orders unless a purchase order has been obtained through the procedures established in the Purchasing Manual.
- K. Contact Purchasing staff with any concerns or questions you may have.

1. **Purchases less than \$3,000.00**

No quotes are required but are recommended when possible. Orders may be placed by an authorized member of a department/division directly with vendors by procurement card, or by a field purchase order (FPO).

2. **Purchases between \$3,000 - \$49,999.99.**

Written quotes should be obtained from a minimum of three vendors and documented on purchases in this category either by the using department/division or by the Purchasing staff. Two of the vendors solicited shall be from historically underutilized vendors as stipulated in 252.0215 listed above. The attached "quote form" is provided for use by the departments/divisions in receiving written quotes. The form can be modified to fit the exact needs of the purchase, yet should be consistent for all vendors for each item. The quote form should include a complete description, quantity required, complete vendor information and contact person with signature, delivery terms and any other pertinent information. The use of the fax machine or Internet for these procedures is acceptable and encouraged. Purchasing will process the PO.

An on-line requisition and all forms of written quotations shall be forwarded to the Purchasing Office for purchase order processing and retention.

3. **Purchases \$50,000.00 and over**

Formal bids, called "Council Bids", are required. Notice to bidders must be publicly advertised in the newspaper for two (2) consecutive weeks, with the first date of publication being at least fourteen (14) days prior to the opening of the bids or proposals. All formal sealed bids must be submitted to Purchasing. Purchasing will conduct a public bid opening and tabulate the bids. Formal Sealed Competitive bids are awarded by the City Council. Formal Competitive sealed proposals, used for high technology procurements, are opened so as to avoid disclosure of the contents of proposals to competing bidders until after the award of the bid.

4. **Exceptions to the \$50,000.00 Bid Threshold**

- Insurance, which has a bid threshold of \$5,000.
- Professional or personal services.
- Sole source procurements.
- Other exemptions as outlined in the Texas Local Government Code Chapter 252.022.

Telephone/fax/electronic quotations may be used by the Purchasing staff or by the using department/division and should include a description of the item to be purchased, the quantity to be purchased, the unit cost of the item/items, and complete delivery and shipping information and associated cost, if any.

An on-line requisition and all forms of written quotes shall be forwarded to the Purchasing Office for purchase order processing and retention.

N. SAMPLE REQUEST FOR QUOTATION FORMS

PRICE QUOTATION FORM

B. Purpose

The request for quotation form provides City employees a consistent means of soliciting quotes from prospective vendors for those items under **\$50,000**. A sample Request for Quotation (RFQ) is available in the P Drive in the Purchasing folder as "Sample RFQ form".

C. Items to include on a Request for Quotation Form

- A. Enter your department/division and contact person.
- B. Enter your department/division phone number.
- C. Enter your department/division fax number.
- D. Enter the name and address of the vendor, one for each vendor selected.
- E. Enter the vendor contact name.
- F. Enter the vendor phone number.
- G. Enter the vendor fax number.
- H. Enter the complete description of the item(s) including any installation, warranty or other pertinent information for consistent quotes.
- I. Enter the estimated quantity to be purchased.
- J. Enter the required delivery date.
- K. Enter the fax number of the vendor to return the quote.
- L. Enter the date by which the quote should be returned.

PURCHASING MANUAL

JANUARY 2012

Page 76



**City of Rowlett Request for Quotation
4004 Main St., Rowlett, TX 75088
Purchasing Phone - 972/412-6189 - Fax 972/412-6144
October 19, 2006**

Please quote the following FOB Rowlett, 4310 Industrial Street, Rowlett, Texas 75088

ITEM	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	1 Each	Opticom Cable, 1,000 foot roll	\$ _____	\$ _____
2.	4 Each	Model 721, Opticom Optical Detector w/ mounting bracket	\$ _____	\$ _____
3.	2 Each	Model 752, Opticom Phase Selector Module (2-channel)	\$ _____	\$ _____
GRAND TOTAL			\$ _____	

Comments: _____

If you have questions please contact Brad Hope at 214/463-5918.

Delivery time ARO: _____

Company _____ Date _____

Sales Representative _____

Telephone & Fax Numbers _____ / _____

Email Address _____

Complete quotation and fax to Vicki Alfaro at 972-412-6144, by Friday, October 27, 2006 at 2:00 PM.

If you are not interested in quoting please return with a "No Bid" response.

O. ANNUAL CONTRACTS

Purpose

Purchasing awards annual contracts to vendors for supplies, equipment and services routinely required by one or more departments/divisions. Contracts protect pricing for a one-year period and allow a user department/divisions to telephone orders directly to the vendor. This eliminates requisitions and processing time.

Procedure

Each user department/division is responsible for keeping a copy of the contract purchase order on file. All releases against the contract during the contract year will be placed directly by the using department/division under the same original P.O. number each time.

After the items have been received, attach the packing slip or delivery ticket to a completed PO (See Receiving and Inspection, page 89) and send it to Purchasing no later than the next day.

Comments

It is important for the using department/division to remember that they are actually the “contract administrator” of these types of contracts. After Purchasing solicits the bids and makes an award to a particular vendor, it is the responsibility of the using department/division to notify Purchasing of any problems relative to the contract. For example, the inability of the vendor to provide the products and/or services on a timely basis. Proper documentation of problems is essential in determining the responsiveness of the vendor. Without *written* documentation, it is difficult and often impossible to prevent that vendor from bidding and receiving the award of the contract again. Please submit, in writing, problems that you feel are pertinent so that we may discuss the situation and possible repercussions with the vendor.

P. MAINTENANCE AGREEMENTS

Purpose

The City maintains service agreements with manufacturers and authorized service centers for many office machines such as typewriters, copiers, and other specialized equipment.

Computer equipment is now maintained through the Information Technology Division (IT). **No** computer maintenance agreements will be contracted for, unless first approved by Information Technology Division (IT).

It is the responsibility of the using department/division to budget funds for and to inform Purchasing of any equipment that needs to be covered under a maintenance agreement. It is also the duty of each department/division to inform Purchasing of any disposition of equipment that make it necessary to cancel an existing maintenance agreement.

All lease purchases or capital leases need to be coordinated with the Finance Department. This type of purchase and financing is unique and is accounted for through debt service funds, not the customary departmental expenditure accounts.

Procedure

Purchasing is responsible for automatically renewing all maintenance agreements unless notified in advance by written memo from the user department/division. Some contracts require a thirty (30) day cancellation notice; therefore, if a department/division will not be renewing a maintenance agreement, they must notify Purchasing forty-five (45) days before the agreement expires.

Each City department/division is responsible for arranging repair service for equipment that is covered under a maintenance agreement.

Should a piece of equipment need repair and a maintenance agreement does not exist, submit either a standard on-line requisition or (if urgent) request an emergency purchase order.

Q. LEASE PURCHASES

All lease purchases or capital leases shall be coordinated with the Finance Department. This type of purchase and financing is unique and is accounted for through debt service funds, not the customary departmental expenditure accounts.

R. SOLE SOURCE PURCHASES

The following are reasons why a purchase might be practical from only one vendor.

1. There is no competitive product. The good/service is a one-of-a-kind or patented product, a copyrighted publication available from only one source, or a unique item such as a work of art.
2. The product is only available from a regulated or natural monopoly. For example: utilities, gravel from the only pit in the area, etc.
3. The product is a component of an existing system that is only available from one supplier. The replacement of a component or a repair part may be only available from the original supplier.

Procedure

Sole source purchases are handled the same as other purchases, with these exceptions:

1. A comment in the "Comments" section (F20) of the on-line requisition must be made to verify that the requisitioning party has contacted a sufficient number of vendors and has reason to believe that only one practical source of supply exists. An official memo may be requested by the Purchasing Manger from the department/division, if necessary.
2. The requisition is then completed in accordance with the on-line requisition system.
3. The Purchasing Office will determine if the item is a sole source purchase.
4. All sole source purchases should be approved by an official authorized to approve such purchases. The approval should be done before a purchase order is issued.
5. After the requisition is approved, the purchase order is prepared.

S. PETTY CASH

Purpose

Finance maintains a petty cash fund that can be used by City departments/divisions. Any item bought with petty cash cannot exceed \$100.00. User departments/divisions make these purchases directly with the vendor and reimbursements are made providing the proper "Petty Cash Voucher" is completed and a copy of the receipt is attached.

Comments

It is important to remember that the City is exempt from paying any local or state sales tax. Therefore, you will need a signed Tax Exemption Certificate at the time of purchase to verify that you work for the City. Otherwise, tax will be charged by the vendor and that amount may not be reimbursed.

Preparation

A sample of the "Petty Cash Voucher" is provided on page 82. Explanations of the various fields are as follows:

1. DATE OF VOUCHER: (current date)
2. DESCRIPTION: Reason for cash.
3. AMOUNT: Indicate, in numerals, the dollar amount.
4. CHARGE ACCOUNT NO.: Account number to be charged.
5. RECEIVED BY: Person requesting petty cash.
6. APPROVED BY: To be signed by the Director, Division Head, or Supervisor.

PURCHASING MANUAL

T. Sample Petty Cash Voucher

PETTY CASH

NUMBER DATE

DESCRIPTION OF ITEM/SERVICE PURCHASED	AMOUNT
CHARGE TO ACCOUNT	TOTAL

Received By _____ Approved By _____
9672

PETTY CASH

NUMBER DATE

DESCRIPTION OF ITEM/SERVICE PURCHASED	AMOUNT
Reimbursement for 8 pkg. indexes purchased from Office Max (Receipt attached)	12 08
CHARGE TO ACCOUNT 101-2020-430-6006	TOTAL 12 08

Received By Vicki Alfaro Approved By Alyson Wilson
9672

VI. TAX EXEMPTION CERTIFICATES

TAX EXEMPTION CERTIFICATE

Purpose

The City is exempt from payment of **all** local and state sales tax, and federal excise tax, with the exception of Hotel/Motel tax.

Procedure

Many times a vendor will ask for the City's "Tax Exempt Number". We do not have a number; we are exempt by law because we are a municipality. Purchasing can provide the vendor with a copy of a tax exemption letter when necessary. A sample of the Sales Tax Exemption Certificate is provided on the next page.

PURCHASING MANUAL

JANUARY 2012

Page 84

A. Sample Tax Exemption Certificate

01-339 (Back)
(Rev. 12-02-04)

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency City of Rowlett		Phone (Area code and number)
Address (Street & number, P.O. Box or Route number) P.O. Box 99		972/412-6100
City, State, ZIP code Rowlett, Texas 75030-0099		

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

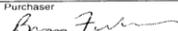
All items

Purchaser claims this exemption for the following reason:

Municipal Government / Tax ID 75-1233986

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here 	Purchaser	Title <u>DIR. OF FINANCIAL SERVICES</u>	Date
---	-----------	--	------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.

VII. AFTER THE ORDER

AFTER THE ORDER

A. Purpose

The purchasing function is not accomplished by simply placing an order with a supplier. Sometimes satisfactory delivery requires expediting, cancellation or changes.

B. Expediting

Follow-up or expediting delivery of the order is part of the purchase process. Therefore, any inquiries concerning late deliveries or long lead times should go through Purchasing.

C. Cancellation Or Change Order

Since a purchase order is a legal document, it cannot be amended unless a change order is processed. To cancel or change a purchase order, the user department/division must inform Purchasing, by written memo or e-mail as soon as possible. Purchasing will then notify the vendor, and if approved, the change order will be completed and processed. Copies of the change order will then be distributed for confirmation.

Occasionally the vendor will over-ship an item and the department/division will decide to keep the extra or the vendor will under-ship an item and the department/division will decide to cancel the remaining balance. In these instances, the department/division should make the proper notations on the receiving copy of the purchase order so that Purchasing may make any needed adjustments.

The latest revision was approved by City Council on January 17, 2012 by Resolution 011-12 which raised the change order or minor contract modification amount from \$25,000 to **\$50,000**. The City Manager has the authority to approve change orders and minor contract modifications less than \$50,000 with written notification to the City Council listing the purpose and cause of such change order and certifying the availability of funds. Major modifications (Change Orders) that change the scope of work and increases the original contract amount by more than \$50,000 must be approved by the City Council. Major modifications (Change Orders) that change the scope of work and increases the original contract amount by more than \$50,000 must be approved by the City Council.

D. Returns To The Vendor

It is the duty of the individual department/division to inspect all items or services received. If the items delivered are not acceptable, notify Purchasing at once. Purchasing will take immediate action to obtain replacements by the vendor, or otherwise supply the department/division with the correct materials.

E. Vendor Relations

If the user department/division experiences problems with a vendor pertaining to delinquent delivery, quality of product or service, invoicing problems, etc., please notify Purchasing as soon as possible. These problems should be handled professionally, and persistent problems should be documented in writing for future vendor evaluation.

VIII. RECEIVING AND INSPECTION

RECEIVING AND INSPECTION

A. Purpose

When any materials, equipment or supplies are received, the department/division that placed the order is responsible for inspecting the shipment and initiating the payment process. This should be done as promptly as possible to take advantage of early payment discounts and/or give the Accounting Division the processing time it needs to avoid interest penalties and comply with 30 day payment requirements by state law.

B. Inspection

All items must be inspected upon receipt, and whenever possible, in the presence of the vendor or shipper. Inspection should include:

- Verification of correct delivery site.
- Verification of correct quantities.
- Verification of correct P.O. number on the packing slip.
- Checking for damaged or defective goods.

C. Receiving Complete Orders

When all items or services ordered on a purchase order are received complete (except for contracts), attach the packing slip or delivery ticket to the P.O. receiving copy (pink), sign and date the receiving copy in the spaces indicated (Date Received and Received By) and immediately submit it to Accounting. Orders in amounts over \$5,000 should be signed by the director or division head. A sample of the receiving copy of a completed purchase order is provided on the next page.

Someone in the user department must receive the order in the H T E Purchasing system. This can be accomplished through the Purchasing Receiving Menu, selection #10 Receipts processing. Enter your name next to By, packing slip #, PO #, press enter. On the next screen which is the Purchase Order Received – Item Summary Screen enter F9 if all items have been received. If a partial order has been received, indicate the quantities that have been received for each line item, press enter and F5 to accept.

PURCHASING MANUAL

JANUARY 2012

Page 89

D. Complete PO Form



City of Rowlett • 4004 Main Street
 P.O. Box 99 • Rowlett, Texas 75030-0099
 972-412-6100 • FAX 972-412-6132

PURCHASE ORDER

NO.: 030494
 P.O. DATE 08/06/03

TO:

NBE NATIONAL BANK EQUIPMENT
 PO BOX 2199
 ROCKWALL, TX 75030-0099

SHIP TO:

CITY OF ROWLETT
 UTILITY BILLING
 ATTN: DEBBIE GRIMES
 4004 MAIN STREET
 ROWLETT, TX 75088

VENDOR NO.		4590	
DELIVER BY	SHIP VIA	F.O.B.	TERMS
08/15/03			NET/30
CONFIRM BY		CONFIRM TO	
DAVID PATTON		VICKI ALFARO	
REQUISITIONED BY		VALFARO	
FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT
		16020615006060	
		REQ. NO.	REQ. DATE
		30518	07/31/03
LINE NO.	QUANTITY	UOM	ITEM NUMBER AND DESCRIPTION
	✓ 1.00	JOB	REPLACE EXISTING MOSLER LETTER DROP WITH 25"H X 20"W X 20"D DROP SAFE WITH KEY LOCKING DIAL AND LETTER DROP FACE PLATE WITH RAIN SHIELD HOOD AND SLOT DOOR FLAP **INSTALLATION INCLUDES WALL MODIFICATION
			UNIT COST 2650.00
			EXTENDED COST 2650.00
			SUB-TOT 2650.00
			TOTAL 2650.00

Invoice 23548
8-15-03
\$ 2,650.⁰⁰
Due Date 9-15-03

DATE RECEIVED 8-17-03
 PURCHASER SIGNATURE Debbie Grimes dg

AUTHORIZED SIGNATURE Allyson Wilson

FORWARD ALL INVOICES TO: CITY OF ROWLETT, ATTN: ACCOUNTS PAYABLE
 P.O. BOX 99, ROWLETT, TX 75030-0099

PAYMENT COPY

E. PARTIAL RECEIPT VOUCHER

Purpose

The Partial Receipt Voucher is the designated receiving form to be used when a shipment is received in two (2) or more (partial) deliveries. It is also the receiving form used for all annual contracts.

Procedure

After inspection of the goods or the services received, attach the packing slip or delivery ticket to a completed Partial Receipt Voucher (Copy of PO) and immediately submit it to Accounting for processing.

Preparation

To submit a Partial Receipt Voucher make a copy of the pink payment copy of the purchase order. On this type of partial receipt, you would cross out any items that are not being received (either still outstanding or have been previously received), sign and date the partial, and submit it, along with the packing slip or delivery ticket to Accounting for processing. A sample of this type of partial receipt is provided on the next page.

PURCHASING MANUAL

JANUARY 2012

Page 91

F. Partial Receipt Voucher Sample Forms



City of Rowlett • 4004 Main Street
 P.O. Box 99 • Rowlett, Texas 75030-0099
 972-412-6100 • FAX 972-412-6132

PURCHASE ORDER

NO.: 030485
 P.O. DATE 07/30/03

TO:

CDW GOVERNMENT, INC
 230 N. MILWAUKEE
 VERNON HILLS, IL 60061-1515

SHIP TO:

CITY OF ROWLETT
 INFORMATION TECHNOLOGY
 ATTN: LINDA BONNER
 4000 MAIN STREET
 ROWLETT, TX 75088

VENDOR NO.		1890					
DELIVER BY		SHIP VIA		F.O.B.		TERMS	
08/04/03		UPS GROUND				NET	
CONFIRM BY		CONFIRM TO		REQUISITIONED BY			
LIZ MONACHINO 012/705-90		VICKI ALFARO		DZ/6121			
FREIGHT		CONTRACT NO.		ACCOUNT NO.		PROJECT	
				16005605006036			
						30511	
						07/30/03	
LINE NO.	QUANTITY	UOM	ITEM NUMBER AND DESCRIPTION			UNIT COST	EXTENDED COST
	✓ 1.00	EA	CISCO CATALYST 3550 48 PORT SWITCH VENDOR ITEM NO. - 370379			3142.47	3142.47
2	2.00	EA	CISCO CATALYST 2950G-48 48 PORT SWITCH VENDOR ITEM NO. - 358452			2818.42	5636.84
3	✓ 2.00	EA	CISCO CATALYST 5486 MODULE VENDOR ITEM NO. - 160778			673.84	1347.68
4	✓ 2.00	EA	CISCO CATALYST 3500 XL GBIC MODULE VENDOR ITEM NO. - 177815			166.00	332.00
5	✓ 2.00	EA	CISCO CATALYST 2950G-48 48 PORT SWITCH VENDOR ITEM NO. - 358452			2818.42	5636.84
6	✓ 2.00	EA	CISCO CATALYST 5486 MODULE VENDOR ITEM NO. - 160778			673.84	1347.68
						SUB-TOT	17443.51
						TOTAL	17443.51
						<i>Inv. 89653</i> <i>Date 8-17-03</i> <i>\$ 11,806.67</i> <i>Partial</i> <i>Due Date 9-17-03</i>	

RECEIVED SIGNATURE *Linda Bonner DHZ*
 DATE RECEIVED 8-18-03

AUTHORIZED SIGNATURE *Allyson Wilson*

FORWARD ALL INVOICES TO: CITY OF ROWLETT, ATTN: ACCOUNTS PAYABLE
 P.O. BOX 99, ROWLETT, TX 75030-0099

PAYMENT COPY

IX. INVOICES

INVOICES

Purpose

An invoice is an itemized statement of merchandise or service provided by the vendor. It contains the same information as the purchase order and is the means for settlement of financial obligations incurred when the purchase order is issued.

A. Procedure

All invoices are to be sent directly to the user departments where they are held until the P.O. receiving copy (pink) or partial receipt voucher has been processed. If the shipping and receiving forms are in agreement, they will be processed for payment.

If there is a discrepancy between the original P.O. and the receiving paperwork that affects the quantity ordered or unit price, and results in the P.O. and invoice not matching, a change order must be processed to insure invoice payment. The user department must notify Purchasing so a Change Order can be generated. The Department shall submit by email, facsimile (fax) or through inter-office mail a copy of the invoice and PO with the discrepancies marked. Purchasing must be notified before the receipt of the order is processed in the system.

Comments

Should an invoice be received by Accounting it will be forwarded to the user department/division.

B. Prompt Payment Act

In order to comply with state statutes, Texas Local Government Code, (Subtitle F. State and Local Contracts and Fund Management, Chapter 2251. Payment for Goods and Services) and avoid the interest penalty, invoices must be paid within thirty (30) days of the delivery or invoice date or interest is automatically imposed.

In order to comply with the prompt payment act and avoid the interest penalty, all invoices must be sent to Accounting within twenty days to allow for processing time. This will allow Accounting to comply with state statutes as indicated above.

X. FREIGHT

FREIGHT

Purpose

Most purchases require shipping materials to the City. The cost of shipping is either paid directly by invoice, or indirectly when shipping is included in the quoted price of the goods. Once shipping terms are established, they are specified on the purchase order.

A. Definition

The following terms are designated shipping arrangements:

Title and Control of Goods

1. *FOB Destination (FOB ROWLETT)*

The seller retains the title and control of the goods, and the invoice covering them does not become payable until they are delivered. The seller selects the carrier and is responsible for the risk of transportation, including the filing for loss or damages. *This is the preferred method of delivery.*

2. *FOB Shipping Point*

The purchaser assumes title the moment the carrier signs the bill of lading. The purchaser assumes risk of transportation, is entitled to route the shipment, is responsible for getting the goods to the destination, and for filing claims for loss or damage – regardless of who pays freight charges.

Payment Term Variations

1. *Collect*

This modifier simply means that the carrier collects the transportation charges from the buyer.

2. *Prepaid and Added*

This modifier indicates that the seller will prepay the transportation charges, but will add the charges to the invoice for reimbursement from the purchaser.

3. *Prepaid and Allowed*

This means that the seller will prepay the transportation charges and that they are already included in the price of goods.

B. Receiving

Each department/division is responsible for receiving and inspecting all items and services requested. (See Receiving and Inspection for procedures.)

C. Shipping or Returns

If it becomes necessary to return goods to a vendor or ship a package, it is the responsibility of each department/division to prepare the item for shipment.

City departments may utilize the services of a mailing service or USPS for return shipments. An example a mailing service in Rowlett is Mail+. The purchasing commercial master card or an FPO may be used for payment.

XI. CITY INVENTORY

CITY INVENTORY

A. Material Services

The Purchasing Office works in conjunction with Public Works to acquire motor fuel to be stocked in inventory for disbursement, as needed. Motor fuel is purchased on annual contract that secure fixed pricing and allow for the convenience of in-house inventory.

- Vehicle Parts Inventory
- Meter Inventory
- Wet Zone Gift Shop
- Water Parts
- Sewer Parts
- Postage
- Electrical Parts

B. Pre-printed Materials

The City stocks various printed items that are used by the majority of departments/divisions. City letterhead, envelopes, note cards, and mailing labels are purchased in quantity to acquire the best price and are stored in Accounting for disbursement as needed. Contact Accounting to obtain any of these items.

C. Office Supplies

The City currently has an agreement established with Office Depot for the purchase of items on-line. The pricing had been established through an inter-local agreement with U.S. Communities. Annually Office Depot provides a check to the City in the amount of 1% of the total amount ordered. This is deposited in the miscellaneous revenue account for the City.

XII. DISPOSAL OF SURPLUS PROPERTY

DISPOSAL OF SURPLUS PROPERTY

Purpose

Purchasing is responsible for the final disposition of City-owned, surplus property, ranging from rolling stock (automobiles, trucks, tractors, backhoes, etc.) to antiquated equipment, furniture, or fixtures. It is also responsible in conjunction with the Police Chief and/or his designee for disposing of all impounded abandoned vehicles, as well as stolen, or recovered property that has remained unclaimed with the Police Department for more than thirty (30) days.

The Public Works Department assists with the storage of items as well as provides digital pictures of the items for on-line auctions. Public Works also coordinates the pick up of items sold to the buyers.

Disposal of this surplus property is sold at a public auction, Internet sale, or by sealed bids to the highest bidder.

Procedure

Annually the Purchasing Agent will notify each department/division to prepare and submit a list of surplus properties. A comprehensive list will then be circulated to all departments/divisions to determine whether any items could be used in other areas of the City.

Each department/division is responsible for tagging and identifying items for auction, as well as, physically moving the surplus items to Public Works for storage. The Purchasing Office and Public Works personnel will prepare all properties for auction.

The public sale is conducted by a private auctioneer, with items being sold to the highest bidder, and is usually held in June or July of each fiscal year. All proceeds derived from the auction(s) are deposited into the miscellaneous revenue account in each respective fund.

Auction Tags

Auction tags may be acquired from the Purchasing Office and should be attached to the items being identified for auction. The auction tags should be completed with the following information:

1. The date that the item is being sent to Public Works.
2. The name of the department/division submitting the item.
3. City tag number of the item, if any.
4. A brief description of the item to be auctioned.

Tags should be secured on the item in a prominent place. A memo should be sent to the Purchasing Manager listing all items that are being delivered to Public Works for auction.

A. Sample Auction Tag

CITY OF ROWLETT

TO BE SOLD AT
CITY AUCTION

DATE: _____

DEPARTMENT: _____

CITY TAG NO. _____

ITEM DESCRIPTION: _____

AUCTION TAG NO. _____

XIII. STATUTORY EXEMPTIONS

PURCHASING MANUAL

JANUARY 2012

Page 103

The following exemptions are from Texas Local Government Code. The purchase of goods and services are exempt if they pertain to any of the categories listed below.

§ 252.022. GENERAL EXEMPTIONS. (a) This chapter does not apply to an expenditure for:

- (1) a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;
- (2) a procurement necessary to preserve or protect the public health or safety of the municipality's residents;
- (3) a procurement necessary because of unforeseen damage to public machinery, equipment, or other property;
- (4) a procurement for personal, professional, or planning services;
- (5) a procurement for work that is performed and paid for by the day as the work progresses;
- (6) a purchase of land or a right-of-way;
- (7) a procurement of items that are available from only one source, including:
 - (A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
 - (B) films, manuscripts, or books;
 - (C) gas, water, and other utility services;
 - (D) captive replacement parts or components for equipment;
 - (E) books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and
 - (F) management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;
- (8) a purchase of rare books, papers, and other library materials for a public library;
- (9) paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;
- (10) a public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters;
- (11) a payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212;
- (12) personal property sold:
 - (A) at an auction by a state licensed auctioneer;
 - (B) at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;
 - (C) by a political subdivision of this state, a

PURCHASING MANUAL

JANUARY 2012

Page 104

state agency of this state, or an entity of the federal government;
or

(D) under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391;

(13) services performed by blind or severely disabled persons;

(14) goods purchased by a municipality for subsequent retail sale by the municipality; or

(15) electricity.

(b) This chapter does not apply to bonds or warrants issued under Subchapter A, Chapter 421.

(c) This chapter does not apply to expenditures by a municipally owned electric or gas utility or unbundled divisions of a municipally owned electric or gas utility in connection with any purchases by the municipally owned utility or divisions of a municipally owned utility made in accordance with procurement procedures adopted by a resolution of the body vested with authority for management and operation of the municipally owned utility or its divisions that sets out the public purpose to be achieved by those procedures. This subsection may not be deemed to exempt a municipally owned utility from any other applicable statute, charter provision, or ordinance.

(d) This chapter does not apply to an expenditure described by Section 252.021(a) if the governing body of a municipality determines that a method described by Subchapter H, Chapter 271, provides a better value for the municipality with respect to that expenditure than the procedures described in this chapter and the municipality adopts and uses a method described in that subchapter with respect to that expenditure.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, § 47(c), eff. Aug. 28, 1989; Acts 1989, 71st Leg., ch. 1001, § 1, eff. Aug. 28, 1989; Acts 1991, 72nd Leg., ch. 42, § 1, eff. April 25, 1991; Acts 1993, 73rd Leg., ch. 749, § 7, eff. Sept. 1, 1993; Acts 1993, 73rd Leg., ch. 757, § 9, eff. Sept. 1, 1993; Acts 1995, 74th Leg., ch. 207, § 2, eff. May 23, 1995; Acts 1995, 74th Leg., ch. 746, § 1, eff. Aug. 28, 1995; Acts 1997, 75th Leg., ch. 125, § 1, eff. May 19, 1997; Acts 1997, 75th Leg., ch. 1370, § 3, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 405, § 41, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1409, § 2, eff. Sept. 1, 2001; Acts 2001, 77th Leg., ch. 1420, § 8.290, eff. Sept. 1, 2001.

**XIV. POLICY FOR PROFESSIONAL SERVICES
FOR
CAPITAL IMPROVEMENT PROJECTS**

PURCHASING MANUAL

JANUARY 2012

Page 106

ROWLETT CITY COUNCIL FEBRUARY 4, 2003

7.H. Consider a Resolution to adopt a policy establishing a process to select professional services firms.

TO: Mayor and City Council
Susan K. Thorpe, City Manager

FROM: Patrick Baugh – Director of Public Works and Utilities

BACKGROUND:

The City of Rowlett uses professional services firms to supplement staff efforts in specialized fields of work. Engineers are the primary professionals used in this capacity. A process to select these firms will provide an objective method to assure that the most suitable and qualified firm is engaged to do the work. Staff offers the following policy as the foundation to create that process.

STATEMENT OF ISSUE:

Staff has used an abbreviated version of a process to consider selection of engineering firms for the Storm Drainage Master Plan and the Capital Improvement Plan Program Management. The process consisted of solicitation of several "Statement of Qualifications", evaluation of the firms' qualifications according to preset criteria based upon the needs and complexity of the projects, contacting the references of the top qualified firms, and interviewing the key project personnel in the top firms for compatibility with staff. One firm will then be selected with which we will initiate negotiations. The final negotiated agreement will be presented to Council for approval. Should the negotiations falter, the next qualified firm will be contacted to negotiate an agreement with.

Staff proposes that this process take on a more prominent role in the immediate future. This selection process will run approximately the same way relative to the review of submittals, interviews and finals selection, but the end result will be a group of several qualified firms per discipline that the City will use over a three year period. The process will cycle once every three years. This will better utilize staff time by not stopping all other work to initiate the process to review each firm for each project of the Capital Improvement Plan. This process will also provide the firms some security of future work that should result in the City receiving better fee proposals through an extended relationship with engineering firms. The attached document describes this proposed process in a policy format.

FUNDING:

No funding is required in adopting the proposed policy.

RECOMMENDATION:

Staff recommends that Council adopt this Resolution establishing a policy to select professional services firms.

ATTORNEY REVIEW: 

ATTACHMENTS:
Resolution (2 pages)

000202

PURCHASING MANUAL

JANUARY 2012

Page 107

RESOLUTION NO 02-04-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING THE TERMS AND CONDITIONS OF A POLICY ESTABLISHING A PROCESS FOR THE OBJECTIVE REVIEW AND SELECTION OF PROFESSIONAL SERVICES FIRMS THAT PERFORM WORK FOR THE CITY OF ROWLETT, TEXAS FOR THE PURPOSES OF PROVIDING HIGH QUALITY PROJECT DESIGN AND CONSULTATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Rowlett, Texas is interested in improving and preserving the condition of city infrastructure and facilities, and

WHEREAS, City staff is supplemented through the use of professional services firms to provide project design and consultation,

WHEREAS the most efficient way to select such firms is through an established process that provides objectivity and efficient use of staff resources, and

WHEREAS, establishment of a policy will provide direction and promote consistency in that process, and

WHEREAS, upon full review and consideration of the attached policy and all matters related thereto, the City Council is of the opinion and finds that the terms and conditions thereof should be implemented in the City of Rowlett, Texas.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS;

SECTION 1. That the Policy attached hereto having been reviewed by the City Council of the City of Rowlett, Texas, and found to be acceptable and in the best interest of the City and its citizens, be, and the same is hereby, in all things approved.

SECTION 2. That the Policy is operational in nature and may be amended, changed or updated by staff as operational issues and priorities indicate.

SECTION 3. This Resolution shall become effective immediately upon its passage.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, THE FOURTH DAY OF FEBRUARY, 2003.

APPROVED:

C. Shane Johnson, Mayor

ATTEST:

Susie Quinn, City Secretary

APPROVED AS TO FORM:

Robert Hager, City Attorney

000203

THE PROCESS OF ENGINEERING FIRM SELECTION
FEBRUARY 4, 2002

POLICY STATEMENT

The City of Rowlett has a need to acquire outside professional services firms for plans, specifications, and engineering design work. Consistency, dependability and responsiveness are required of the firms performing such work. The City will strive to utilize the most qualified firms available that offer these qualities through the following process:

1. Solicitation - by invitation or newspaper advertisement - of several firms working in the primary disciplines of Architectural /Pavement /Water /Sewer /Storm Drainage /Structural /Traffic design to submit "Statements of Qualification",
2. Evaluation of the firms' qualifications according to preset criteria based upon the type, needs and complexity of the projects,
3. Contact (telephone, email, postal service) the references of the top qualified firms,
4. Interview the top firms for personal relationship with those assigned to Rowlett projects,
5. Initiate negotiations with one selected firm*,
6. Final negotiated agreement of \$25,000 or more will be presented to Council for consideration of approval. Contracts of less than \$25,000 may be approved by the City Manager.

*Should the negotiations falter, the next qualified firm may be contacted to enter into negotiations.

GUIDELINES

1. This process will occur every three years, or as needed for any single project or group of projects. Typically, the first quarter of the calendar year will be the period designated for implementation of this process.
2. Qualification of a firm is dependent upon one or more key principals/project managers assigned to City of Rowlett projects. A change in one or more of those key individuals may disqualify that firm.
3. Firms selected through this process may be engaged to design specific projects for a period not to exceed three years, or for the duration of any extended project.
4. Firms in good standing desiring to continue working on Rowlett projects will be invited to participate in subsequent processes. Good standing means all contract design work met all established milestones.
5. Firms not in good standing may not be permitted to participate in the process for the next three-year period.
6. This policy will be applied in the selection process of firms off this three-year cycle for specific projects.
7. This policy may be revised as needed to serve the best interests of the City or a specific project.

XV. FINAL PAYMENT APPROVAL FOR CONTRACTS

Final Approval for Construction Contracts

The Rowlett City Council shall approve the final payment for all construction contracts. An agenda item must be prepared by the user department or by the Purchasing Agent. The agenda item shall consist of a recommendation, resolution, and vendor invoice and/or pay application request.

XVI. APPROVAL LEVELS FOR AUTOMATED REQUISITIONS

XVI. APPROVAL LEVELS FOR AUTOMATED REQUISITIONS

Up to \$14,999: Department Director or designee.

\$15,000 to \$49,999: Department Director, Asst./Deputy City Manager, City Manager, & Finance Director.

\$50,000+: City Council.

Any unbudgeted capital expenditure in excess of \$5,000: Department Director & City Manager.

Noncompliance Consequences

Attempts to circumvent the competitive bidding practices provides severe penalties for anyone who intentionally or knowingly makes or authorizes separate, sequential or component purchases. These terms are defined as follows:

- 1) **Separate Purchases** - Purchases made separately, of items that, in normal practice, would be bought in one purchase.
- 2) **Sequential Purchases** - Purchases made over a period of time that, in normal purchasing practice, would be bought in one purchase.
- 3) **Component Purchases** - Purchases of parts of an item that, in normal purchasing practice, would be bought in one purchase.
- 4) **Noncompliance Consequences** - Municipal officers and employees are subject to criminal penalties (Class B Misdemeanor) for violations of the competitive bidding law. Additionally, a final conviction for certain violations for the competitive bidding law results in the immediate removal from office or employment of that person. For four years after the date of final conviction, the removed officer or employee is ineligible in the following categories:
 - a) to be a candidate for or to be appointed or elected to public office in this state,
 - b) to be employed by the city with which the person served when the offense occurred, and
 - c) to receive any compensation through a contract with that city. These provisions, however, do not prevent the payment of retirement or worker's compensation benefits to the removed officer or employee.

PURCHASING MANUAL

JANUARY 2012

Page 114

Excerpts from Texas Local Government Code:

Sec. 252.0215. COMPETITIVE BIDDING IN RELATION TO HISTORICALLY UNDERUTILIZED BUSINESS. A municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code. If the list fails to identify a historically underutilized business in the county in which the municipality is situated, the municipality is exempt from this section.

Added by Acts 1993, 73rd Leg., ch. 749, Sec. 3, eff. Sept. 1, 1993. Amended by Acts 1997, 75th Leg., ch. 165, Sec. 17.18, eff. Sept. 1, 1997; Acts 2001, 77th Leg., ch. 115, Sec. 2, eff. Sept. 1, 2001. Amended by:

Acts 2007, 80th Leg., R.S., Ch. [434](#), Sec. 2, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. [937](#), Sec. 1.100, eff. September 1, 2007.

Sec. 252.022. GENERAL EXEMPTIONS. (a) This chapter does not apply to an expenditure for:

- (1) a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;
- (2) a procurement necessary to preserve or protect the public health or safety of the municipality's residents;
- (3) a procurement necessary because of unforeseen damage to public machinery, equipment, or other property;
- (4) a procurement for personal, professional, or planning services;
- (5) a procurement for work that is performed and paid for by the day as the work progresses;
- (6) a purchase of land or a right-of-way;
- (7) a procurement of items that are available from only one source, including:
 - (A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
 - (B) films, manuscripts, or books;
 - (C) gas, water, and other utility services;
 - (D) captive replacement parts or components for equipment;
 - (E) books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and
 - (F) management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;
- (8) a purchase of rare books, papers, and other library materials for a public library;
- (9) paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;
- (10) a public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters;
- (11) a payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212;
- (12) personal property sold:
 - (A) at an auction by a state licensed auctioneer;

PURCHASING MANUAL

JANUARY 2012

Page 115

(B) at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;

(C) by a political subdivision of this state, a state agency of this state, or an entity of the federal government; or

(D) under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391;

(13) services performed by blind or severely disabled persons;

(14) goods purchased by a municipality for subsequent retail sale by the municipality;

(15) electricity; or

(16) advertising, other than legal notices.

(b) This chapter does not apply to bonds or warrants issued under Subchapter A, Chapter 571.

(c) This chapter does not apply to expenditures by a municipally owned electric or gas utility or unbundled divisions of a municipally owned electric or gas utility in connection with any purchases by the municipally owned utility or divisions of a municipally owned utility made in accordance with procurement procedures adopted by a resolution of the body vested with authority for management and operation of the municipally owned utility or its divisions that sets out the public purpose to be achieved by those procedures. This subsection may not be deemed to exempt a municipally owned utility from any other applicable statute, charter provision, or ordinance.

(d) This chapter does not apply to an expenditure described by Section 252.021(a) if the governing body of a municipality determines that a method described by Subchapter H, Chapter 271, provides a better value for the municipality with respect to that expenditure than the procedures described in this chapter and the municipality adopts and uses a method described in that subchapter with respect to that expenditure.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 47(c), eff. Aug. 28, 1989; Acts 1989, 71st Leg., ch. 1001, Sec. 1, eff. Aug. 28, 1989; Acts 1991, 72nd Leg., ch. 42, Sec. 1, eff. April 25, 1991; Acts 1993, 73rd Leg., ch. 749, Sec. 7, eff. Sept. 1, 1993; Acts 1993, 73rd Leg., ch. 757, Sec. 9, eff. Sept. 1, 1993; Acts 1995, 74th Leg., ch. 207, Sec. 2, eff. May 23, 1995; Acts 1995, 74th Leg., ch. 746, Sec. 1, eff. Aug. 28, 1995; Acts 1997, 75th Leg., ch. 125, Sec. 1, eff. May 19, 1997; Acts 1997, 75th Leg., ch. 1370, Sec. 3, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 405, Sec. 41, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1409, Sec. 2, eff. Sept. 1, 2001; Acts 2001, 77th Leg., ch. 1420, Sec. 8.290, eff. Sept. 1, 2001.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. [434](#), Sec. 3, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. [885](#), Sec. 3.77(3), eff. April 1, 2009.

§ 252.062. CRIMINAL PENALTIES. (a) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor.

(b) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates Section 252.021, other than by conduct described by Subsection (a). An offense under this subsection is a Class B misdemeanor.

(c) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by Subsection (a) or (b). An offense under this subsection is a Class C misdemeanor.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1250, § 3, eff. Sept. 1, 1989.

§ 252.063. REMOVAL; INELIGIBILITY. (a) The final conviction of a municipal officer or employee for an offense under Section 252.062(a) or (b) results in the immediate removal from office or employment of that person.

(b) For four years after the date of the final conviction, the removed officer or employee is ineligible:

(1) to be a candidate for or to be appointed or elected to a public office in this state;

(2) to be employed by the municipality with which the person served when the offense occurred; and

(3) to receive any compensation through a contract with that municipality.

(c) This section does not prohibit the payment of retirement or workers' compensation benefits to the removed officer or employee.

Added by Acts 1989, 71st Leg., ch. 1250, § 4, eff. Sept. 1, 1989.

XIX. PROCUREMENT CARD

XIX. PROCUREMENT CARD

The City of Rowlett has entered into an agreement with JP Morgan Chase that provides qualified employees with a Commercial Card (also referred to as Procurement Card or P-Card) at City expense to purchase selected materials and services costing less than \$3,000 (including shipping and handling) or as indicated under Procurement Card Dollar limitations as designated by department director.

A. PROCUREMENT CARDHOLDER AGREEMENT



CITY OF ROWLETT PROCUREMENT CARDHOLDER AGREEMENT

Introduction

The City of Rowlett has entered into an agreement with JP Morgan Chase that provides qualified employees with a Commercial Card (also referred to as Procurement Card or “P-Card”) at City expense to purchase selected materials and services costing less than \$3,000 (including shipping and handling) or as indicated under Procurement Card Dollar limitations described herein. Using the Commercial Card benefits the City and Cardholder through:

- Promptly paying our suppliers
- Reducing overall processing costs
- Decentralizing purchasing responsibility

It is the City’s intent to utilize the Commercial Card program to supplement other procurement processes, such as the Field Purchase Order (FPO) system, which is also limited to individual purchases under \$3,000 (please refer to the City of Rowlett Purchasing Manual) and for expenses associated with training and travel. All purchases shall follow existing purchasing guidelines.

The policies contained in this agreement and in the City of Rowlett Purchasing Manual must be followed by Cardholders in conducting City business. Policy violations may result in the revocation of Cardholder privileges and disciplinary action up to and including termination of employment.

The City’s Purchasing Agent and Buyer are the Procurement Card Administrators and any questions about these requirements or the Commercial Card program should be directed to those individuals. In addition, the Accounting Manager may also be contacted for assistance if necessary. Complete contact information is listed on page 5 of this agreement.

General Policy Guidelines

Cardholder Definitions:

Commercial Cards are issued at the discretion of the City of Rowlett to qualified employees. Department Directors will determine which employees need a card.

Ownership and Cancellation of the Commercial Card:

The Commercial Card remains the property of JP Morgan Chase. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. JP Morgan Chase or the City may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the Commercial Card upon request or immediately upon termination of employment to the City's Procurement Card Administrator or an authorized agent of the City of Rowlett. Use of the Commercial Card or account after notice of its cancellation may be fraudulent and may cause the City to take legal action.

Spending Limits:

Each Commercial Card has pre-set spending limits which may not be exceeded except for pre-authorized travel expenses. Travel expenses are exempt from purchasing policies and procedures. When costs for hotel exceed or are anticipated to exceed \$2,999.99 contact the Procurement Card Administrator. Card limits for travel expenses can be increased on a temporary basis.

Emergency purchases may be exempt from "sequential" purchase violations; however, physical card limitations prevent the cardholder from purchasing more the \$2,999.99 at a time. Therefore, in situations where emergency purchases are necessary and it is fairly certain that the purchase will exceed \$2,999.99, employees should use the procedures for emergency purchases in the City of Rowlett Purchasing Manual.

The Commercial Card may be used for charging materials and selected services costing under \$3,000 (including shipping and handling) as indicated under Procurement Card Dollar limitations described herein.

NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE COMMERCIAL CARD.

Commercial Card Misuse:

Misuse of the Commercial Card may result in revocation of the Card and disciplinary action, up to and including termination of employment. Policy violations include, but are not limited to:

- Purchasing items for personal use.
- Exceeding city defined bank credit line limit (transaction, daily, monthly) without prior authorization. (Includes violations detailed in Attachments A & B with regard to separate, sequential, and component purchases.)
- Utilizing the Commercial Card for purchases more than allowed under Procurement Card Dollar Limitations as specified herein (in excess of \$2,999.99 in some situations) per City of Rowlett policies & procedures.
- Failure to report lost or stolen card in a timely manner.
- Failure to report identity theft/fraud to supervisor and P-Card Administrator after being notified of incident by MasterCard.
- Failure to return the Commercial Card when reassigned, terminated, or upon request.
- Failure to submit original receipt or transaction record to Accounts Payable with a complete explanation for the purchase.
- Failure to submit documentation to A/P by the designated due date.

- Failure to document why food/meals purchased with the card is a city expense. (Explain as if you were telling an auditor.)

PLEASE NOTE: If the procurement card is used to purchase gas on a business trip and a mileage report is filed for reimbursement the Finance Department will reimburse the difference between mileage cost and p-card gas purchase if the proper paperwork is submitted.

VIOLATIONS AND CONSEQUENCES

Below is a list of common violations and the consequence (per occurrence) for each:

Loss of card	1 strike
Splitting transactions*	1 strike
Personal charge*	1 strike
Failure to notify supervisor and p-card administrator of loss or theft as soon as known	1 strike
Lost receipt, per receipt	1/2 strike
Submitting a summary meal receipt without detail	1/2 strike
Submitting any receipt without detail	1/2 strike

Violations will be recorded on a 12 month rolling period. If three strikes are recorded for a cardholder within that 12 month period, procurement card privileges will be revoked and disciplinary action may be taken, up to and including termination of employment. In addition, the employee will be required to reimburse the City for any personal charges.

***Note: some violations can be so grievous as to justify the most severe penalties, such as revocation of the procurement card and termination, even if no previous violations have occurred.**

APPEALS:

Violations will be determined by the Purchasing Agent. If the Department Head or employee cardholder wishes to appeal, they will appeal to the Director of Financial Services within five (5) business days from the initial determination stating why they feel the action is inaccurate or is not justified. The appeal will be heard by the Director of Financial Services or his/her designee. This appeal is strictly limited to the determination of a violation and resultant "strike" against the cardholder and is not the venue to appeal disciplinary action that may be taken by the employee's supervisor.

Three incidences of misuse including loss of card, failure to report identity theft, etc. will result in revocation of the card. Revocation of the card may also result in disciplinary action up to and including termination of employment.

Usage

For additional specific usage guidelines, the Commercial Card Cardholder must refer to the supplemental Cardholder's Guide which is posted on the Publicfolders (P) drive of the City server, in the 'Procurement Card' folder and by this reference is incorporated and made a part of this agreement.

Receipts

It is the Commercial Card Cardholder's responsibility to obtain transaction receipts from the merchant or supplier each time the Commercial Card is used. Cardholders are expected to notify vendors of the City's tax exempt status. The City's Tax ID number is imprinted on the card as a reminder that the City is tax exempt. Individual transaction receipts are to be attached to the monthly activity report and submitted to the Cardholder's supervisor for review and approval. Following supervisor approval, the activity report and receipts must be forwarded to Accounts Payable for payment.

Note: When tax has been charged on the receipt in error, it is the responsibility of the cardholder to obtain the tax credit. Failure to receive credit for tax charged on purchases (excluding meals & travel) may result in personal responsibility of payment by the cardholder of the tax.

Disputed Items

It is the Commercial Card Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements. Please make an attempt to settle the dispute with the merchant. If you do not reach a resolution, please complete a Dispute Form and fax to JP Morgan Chase. The form is available on the Publicfolders (P) drive of the City server, in the 'Procurement Card' folder.

Protecting the Commercial Card

The Commercial Card is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation/Safekeeping

Sign the Commercial Card immediately upon receipt. When the expiration date has passed and/or after you have received a new Commercial Card, cut the old Commercial Card in half and return it to the Procurement Card Administrator (Purchasing Agent or Buyer) for disposal. Make sure the Commercial Card is returned to you after each charge and verify that the returned card has your name on it. Carbon sheets, if applicable, should be obtained and destroyed.

Lost/Stolen Commercial Cards and Identity Theft

If the Commercial Card is lost or stolen, contact the bank's 24 hour toll free number at 1 800/848-2813. The Cardholder is also required to contact the Procurement Card Administrator (Purchasing Agent) by phone 972/412-6131 or email awilson@rowlett.com or (Buyer) by phone 972/412-6198 or email valfaro@rowlett.com. The City of Rowlett has been a victim of identity theft on multiple occasions. It is possible for an individual to obtain the card number, expiration date and security code during a valid transaction and use this information to make purchases (especially online).

If the fraud division at J.P. Morgan Chase detects unusual activity on the account they may notify the Cardholder at the home or cell phone number provided. If fraudulent activity is detected on the card and the Cardholder cannot verify the transaction(s) the card will be canceled and reissued.

Please exercise caution while using your procurement card. Try to be aware of someone that may retain your card longer than necessary to complete a transaction or may try to make a copy of it.

Attachment A

BASIC RULES FOR PURCHASING SUPPLIES AND SERVICES

A purchase order can only be created by the Purchasing Department. Each department can create a purchase requisition that will become a purchase order.

Amt. Of Purchase

Under \$3,000

Special Handling

Processed in department, quotes are recommended but not required (may use **Field Purchase Order** system, P-card, or AFP)

****Purchase Order Required:**

\$3,000-49,999.99

3 competitive written quotes required
Enter the quotes in the requisition (under F8)
Comments (F20) are required if there are no quotes (under certain circumstances, i.e. sole source, professional fees or emergency repair) explaining the situation.

***Over \$2,999.99 (if not state contract pricing) 2 HUB vendors must be given the opportunity to quote as required by state law. (Historically Underutilized Business)*

\$50,000 and over

Formal bid process required.

Purchasing checks the buyer-processing queue often and these are the things we look for. If we open a requisition and it is over \$2,999.99 and we have no written quotes and no comments, the process slows down considerably because Purchasing will need to obtain the required quotes.

****Please note:** Purchases made for similar products/services in succession that do not exceed individual transaction amounts, but exceed amounts totaling \$2,999.99 may be considered a violation of policies and procedures (separate, sequential, or component purchases). See Attachment B.

Please refer to the Purchasing Manual for more information regarding City of Rowlett policies and procedures.

Attachment B

NONCOMPLIANCE CONSEQUENCES

Attempts to circumvent the competitive bidding practices provide severe penalties for anyone who intentionally or knowingly makes or authorizes separate, sequential or component purchases. These terms are defined as follows:

Definitions - Local Government Code 252.001

1. "Component purchases" means purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
2. "Separate purchases" means purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
3. "Sequential purchases" means purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.

See Criminal Penalties, Local Gov Code 252.062 & 252.063

Sec. 252.062. CRIMINAL PENALTIES. (a) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor.

(b) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates Section 252.021, other than by conduct described by Subsection (a). An offense under this subsection is a Class B misdemeanor.

(c) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by Subsection (a) or (b). An offense under this subsection is a Class C misdemeanor.

Sec. 252.063. REMOVAL; INELIGIBILITY. (a) The final conviction of a municipal officer or employee for an offense under Section 252.062(a) or (b) results in the immediate removal from office or employment of that person.

(b) For four years after the date of the final conviction, the removed officer or employee is ineligible:

- (1) to be a candidate for or to be appointed or elected to a public office in this state;
- (2) to be employed by the municipality with which the person served when the offense occurred; and
- (3) to receive any compensation through a contract with that municipality.

(c) This section does not prohibit the payment of retirement or workers' compensation benefits to the removed officer or employee.

Attachment C

Examples of Possible Violations

- 1) A purchase is required that will cost \$3,050. The vendor has offered to bill \$1500 on one transaction and \$1550 on another in order to meet transaction limits. Is this a violation?

Yes – this is considered to be splitting a transaction under Local Government Code 252.001-Separate Purchases (e.g. “Purchases made separately, of items that, in normal practice, would be bought in one purchase”.) Remember, transactions exceeding \$2,999.99 require a purchase order.

What if the vendor splits the transaction and I didn't know he was going to do it?

Employees need to understand that regardless of intent, these types of purchases will be “deemed” a violation. In this example, the employee would have already known the purchase exceeded \$2,999.99 and should not have completed the transaction. On the other hand, if it is determined that a vendor intentionally split credit card transactions to circumvent the restrictions on the card, that vendor may be disqualified from transacting business with the City in the future.

- 2) A department needs generators for field operations. They purchase 4 generators totaling \$1600 on Tuesday. On Wednesday and Thursday, they purchase an additional 6 generators totaling \$1400 and \$1200 respectively. Is this a violation?

Yes – these types of transactions meet the definition of sequential purchases, defined as “Purchases made over a period of time that, in normal purchasing practice, would be bought in one purchase.” Employees need to understand that regardless of intent, these purchases will be “deemed” a violation.

- 3) Merchandise has been ordered totaling \$2,800. At the last minute changes are deemed necessary that would raise the total of the order to \$3,300. What should I do?

You have two choices here. You may purchase the original merchandise as ordered for \$2,800; however, if you feel that the amended product/service totaling \$3,300 is necessary, you must abandon the planned purchase with the procurement card and switch to the purchase order procedures (e.g. obtain 3 quotes) and complete a purchase requisition for this item.

- 4) A pump costing \$2,750 is required to fix a water leak. The purchase is made and later in the afternoon it is necessary to return to the vendor for \$500 worth of pipes/valves to complete the repair. Is this a violation?

No – This is an example of unforeseen damage. In the process of a repair it is possible that more parts may be necessary than expected. Please document as thoroughly as you are able to ensure that others reviewing this transaction in the future can see it was necessary.

- 5) While obtaining hotel reservations, taxes are included on the bill. Is this a violation?

No – City employees are not exempt from hotel tax. Tax on hotels should be paid.

B. RECONCILER OVERVIEW

B. RECONCILER OVERVIEW

H T E Procurement Card Tracking Module

Advantages of using the Procurement Card Tracking module in H.T.E.:

- 1. Ability to view transactions for each purchase by:**
 - **Card**
 - **Merchant**
 - **General ledger account**
 - **Ability to run 1099**
- 2. Ability to split transaction between an unlimited number of general ledger accounts.**
- 3. Receiving better tracking and reporting of purchases.**
- 4. Issuing one payment to JP Morgan instead of multiple vendors.**
- 5. Ease of operation**
 - **Familiar screens**
 - **Not having to sign on to the internet**
 - **No additional sign on IDs or passwords**

Projected monthly timeline of activities

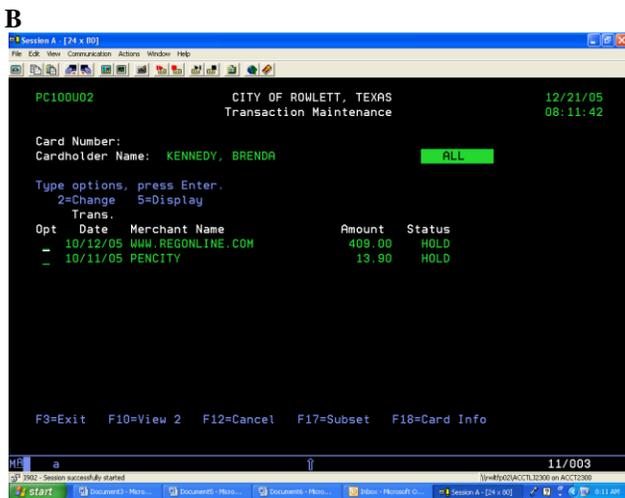
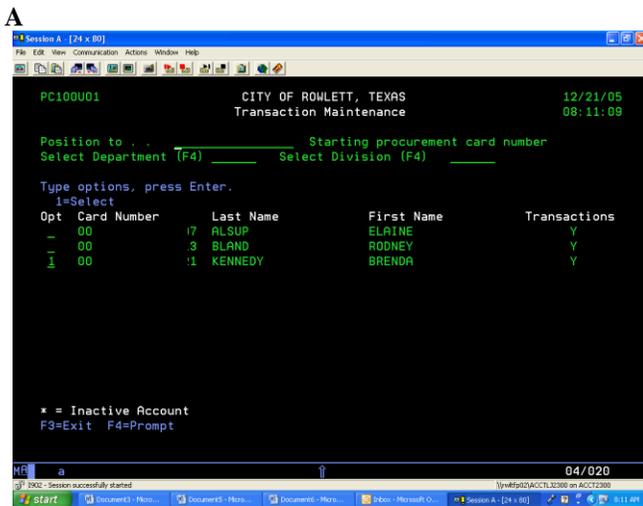
- 7th of the month – close of business – transactions will be uploaded in H.T.E. and ready for departmental maintenance / update. An email will be sent to procurement card reconcilers to advise that transactions are ready to be processed.
- 20th of the month – close of business – transactions will be approved by the department heads. An email will be sent to procurement card approval persons and reconcilers to advise that all transactions need to be approved by close of business.

**C. PROCESSING TRANSACTIONS
(DETAILED H T E INSTRUCTIONS)**

C1: Processing Transactions Green Screen Detailed Instructions

Transaction processing in H.T.E. will take place in the GMBA module.

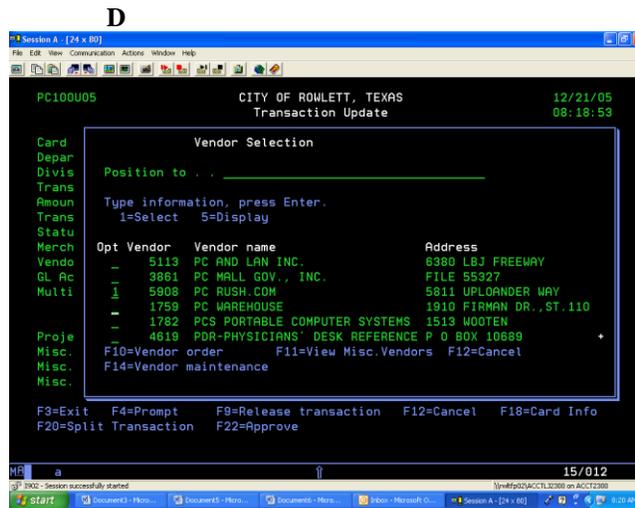
1. From the H.T.E. main menu, select 7. GMBA (Accounting).
2. Select 14. Procurement Card Main Menu.
3. Select 4. Processing Menu.
4. Select 3. Transaction Maintenance. You should then see your card information, or a list of cards to update.
5. Place a 1 on the line to select the card you want to update, as shown on diagram A. You should then see a list of transactions, all of which will be on hold, as shown on diagram B.



6. Type a 2 on a transaction line and press enter to change information. At this point you will see the transaction information as shown on diagram C.



7. Vendor information will need to be entered. The cursor should be on the vendor line. Press the F4 button for a listing of vendors that are set up in the system, and select the vendor used on the procurement card purchase (shown in diagram D). If the vendor is not set up, fill out a vendor set up form and forward to the Accounting or Purchasing office. After the vendor has been added into H.T.E., the transaction will need to have the vendor selected. (After the vendor has been processed for this specific merchant, the system will automatically enter the vendor information on any future purchases made from this vendor / merchant.)

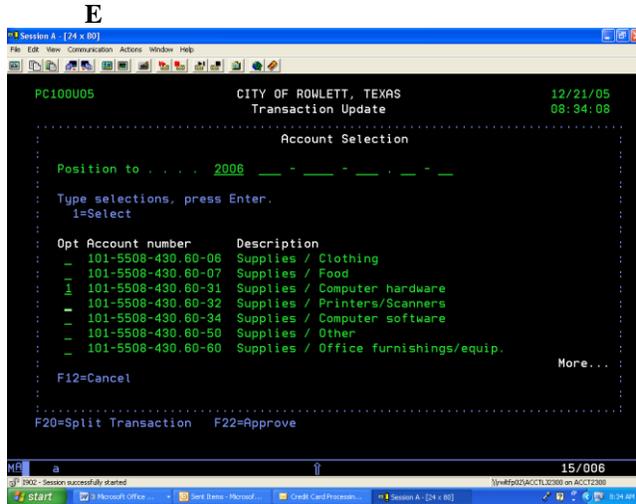


PURCHASING MANUAL

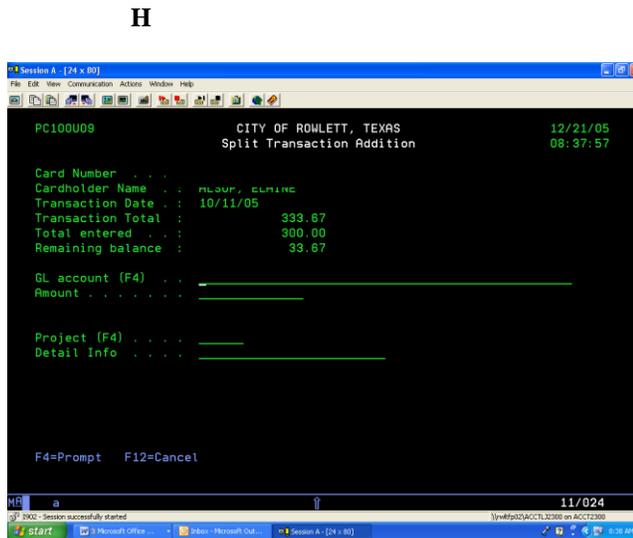
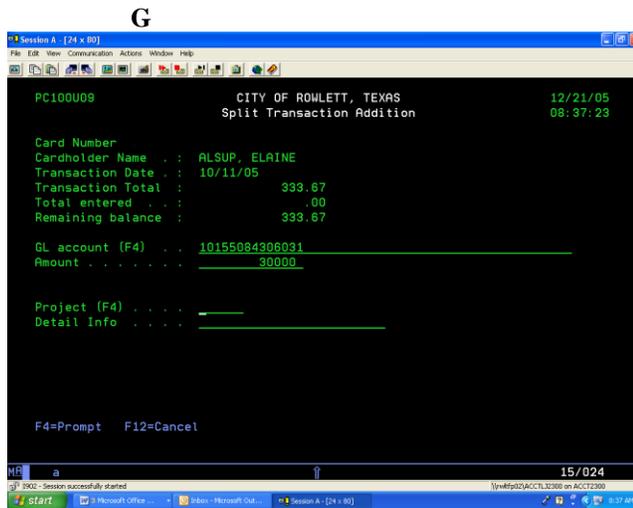
JANUARY 2012

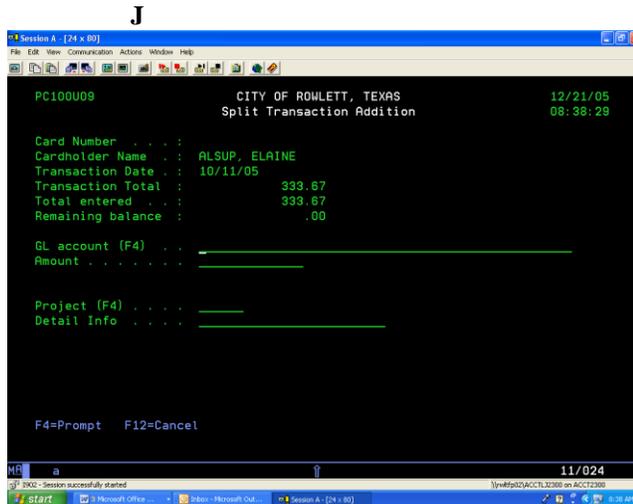
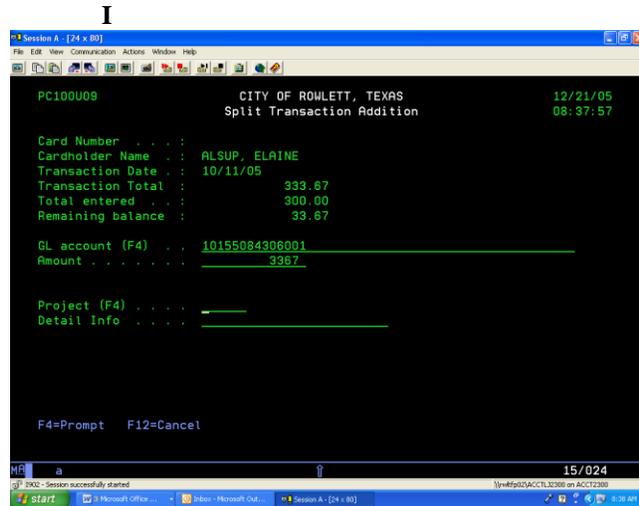
Page 134

8. After the vendor information is entered, with the cursor on the GL Account line, type in the expense account number or press F4 for a listing of account numbers and select the appropriate account (shown in diagram E). If typing in the account number directly, no dashes or spaces should be used (diagram F).



9. If the purchase needs to be split between two or more expense accounts, use the F20 option, Split Transactions. Type in the expense account number, or press F4 for a list of expense accounts to select from (diagram G). Enter the amount that should be posted to the specific expense account and press enter (diagram H). The screen will then update and will show the remaining balance left on the transaction (diagram I). Enter any other expense accounts and the appropriate charge for each account until the remaining balance shows a balance of zero (diagram J).





10. Enter project information if needed.
11. Enter detail information for the transaction.
12. After the vendor information, expense account, and detail information is entered, the transaction will need to be taken off hold or released by pressing the F9 key. After the transaction is released, the status of the transaction will change from HOLD to NA on the transaction update screen. **All transactions will need to be taken off of hold in order for the transaction to be approved for payment. All transactions will need to be approved by the department head prior to payment processing.**
13. Follow the above information to complete each transaction.
14. Print the Dept/div approval report.

C2. SUMMARIZED INSTRUCTIONS

Green Screen:

**H T E PROCUREMENT TRACKING MODULE
SUMMARIZED INSTRUCTIONS FOR PROCESSING TRANSACTIONS**

1. From the H T E Inc Application Menu, select GMBA (#7), Procurement Card Main Menu (#14), Processing Menu (#4), and Transaction Maintenance (#3).
2. Enter "1" to select a cardholder from the list. Choose the transaction and enter '2' to change.
3. Select a vendor in the "Vendor" field.
4. Select an expense account for the transaction, or use the F20 option to enter multiple accounts to the transaction.
5. Enter a project if needed.
6. Enter detail information.
7. Press F9 to release the transaction.
8. From the Demand Reports Menu (#2), print a Department/Division Approval Listing (#3).

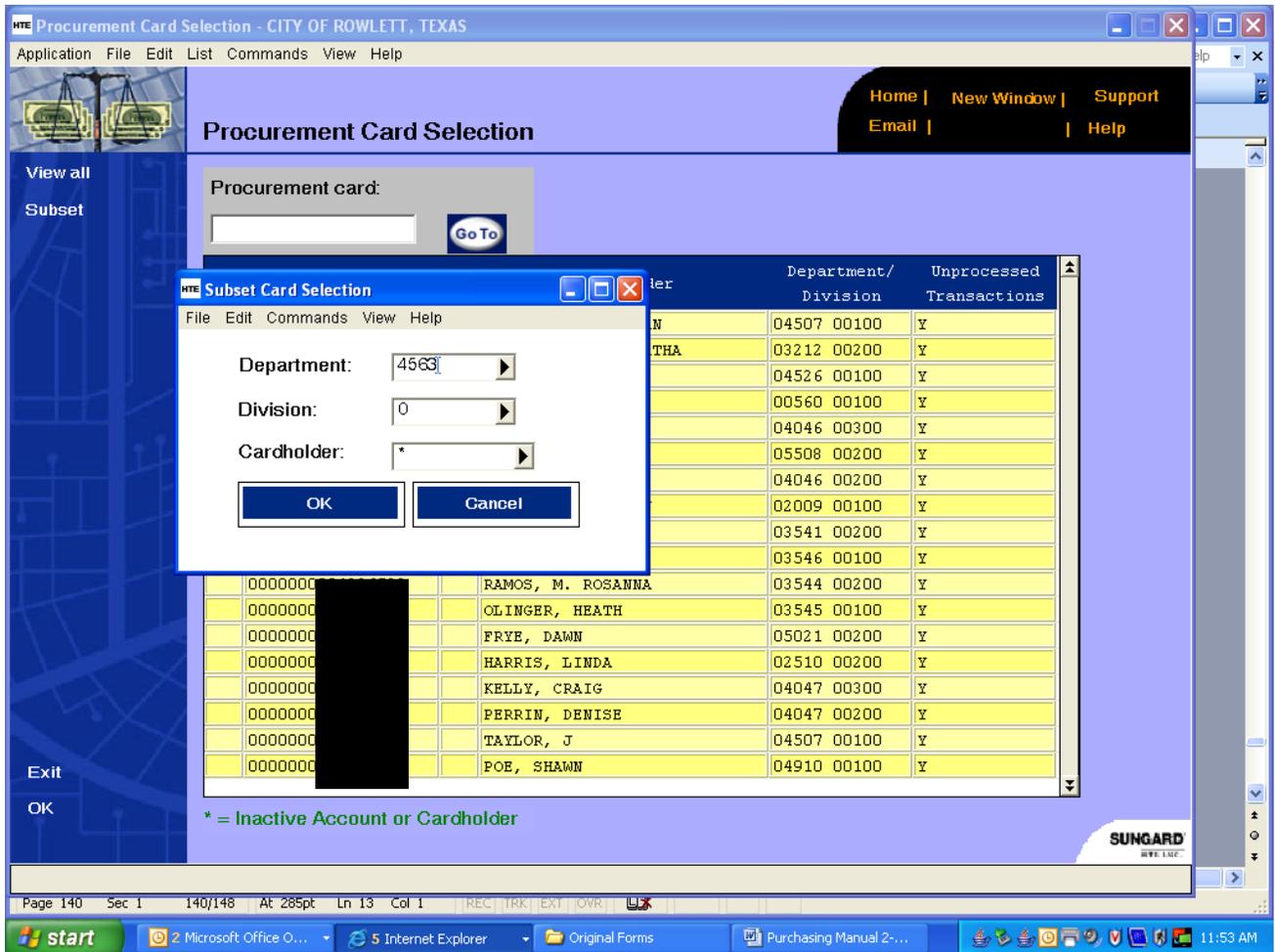
**C3: PROCESSING TRANSACTIONS
NAVILINE DETAILED INSTRUCTIONS**

Enter 'Transaction maintenance' via the following path: (Double click each)

- Financial systems
 - GMBA main menu
 - Procurement card main menu
 - Processing menu
 - Transaction maintenance

If you have multiple department numbers, click on 'Subset' and enter 4 digit department number as shown in display A.

A



Press enter and a screen with only the cardholders that have unprocessed transactions will appear (display B).

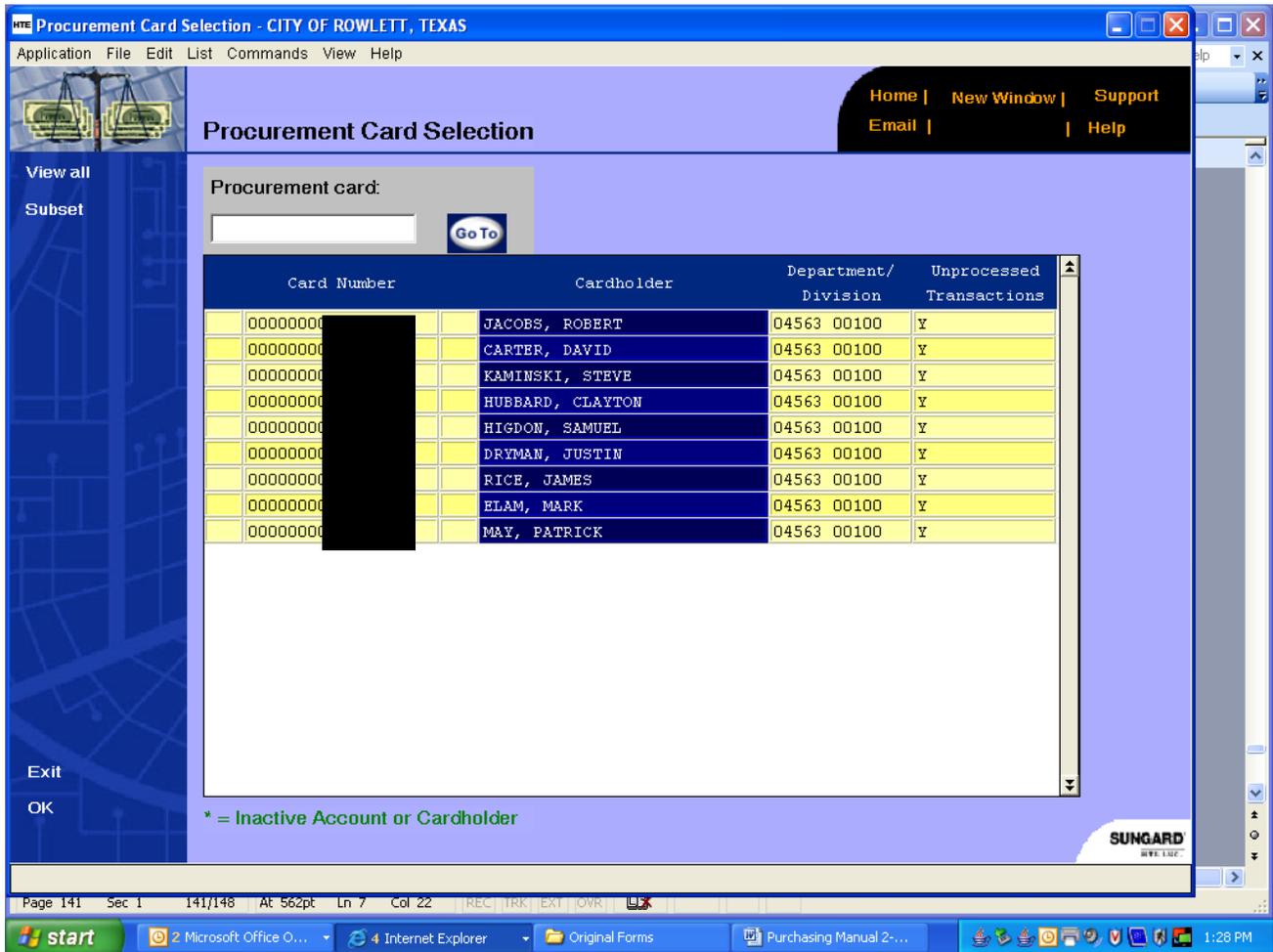
B



Right click and select the employee you would like to update.

To work with all or several cardholders in succession, left click and highlight the entire cardholder column then right click and choose 'select' as shown in display C. The system will automatically move to the next employee as you finish each one.

C



Transactions will appear with the most current listed first.

Highlight the entire 'Merchant Name' column (as shown in display D), right click and choose 'Change'.

Transactions will roll automatically to the next as completed.

D

The screenshot shows the 'Transaction Maintenance' application window for the City of Rowlett, Texas. The window title is 'Transaction Maintenance - CITY OF ROWLETT, TEXAS'. The interface includes a menu bar (Application, File, Edit, List, Commands, View, Help) and a navigation pane on the left with options like 'View 2', 'Subset', and 'Card information'. The main area displays transaction details for 'CARTER, DAVID' with a card number redacted. A table lists three transactions with the 'Merchant Name' column highlighted in blue. The table data is as follows:

Date	Merchant Name	Amount	Status
12/12/06	USA BLUE BOOK	153.77	
12/08/06	WW GRAINGER 195	109.58	HOLD
12/06/06	CLEARWATER & ASSOCIATE	308.27	HOLD

The application also features a 'SUNGARD' logo in the bottom right corner and a Windows taskbar at the bottom showing the start button and several open applications.

Transaction information will be displayed as shown in display E:

If no vendor number is filled in the box, vendor information will need to be entered.

E

The screenshot shows the NaviLine software interface for the City of Rowlett, Texas. The window title is "CITY OF ROWLETT, TEXAS" and the menu bar includes "Application", "File", "Edit", "Commands", "View", and "Help". The interface features the NaviLine logo and the SUNGARD HTE INC. logo. A navigation bar contains buttons for "OK", "Exit", "Cancel", "Card info...", "Multiple acc...", "Next trans...", and "Previous...". The main form displays the following transaction details:

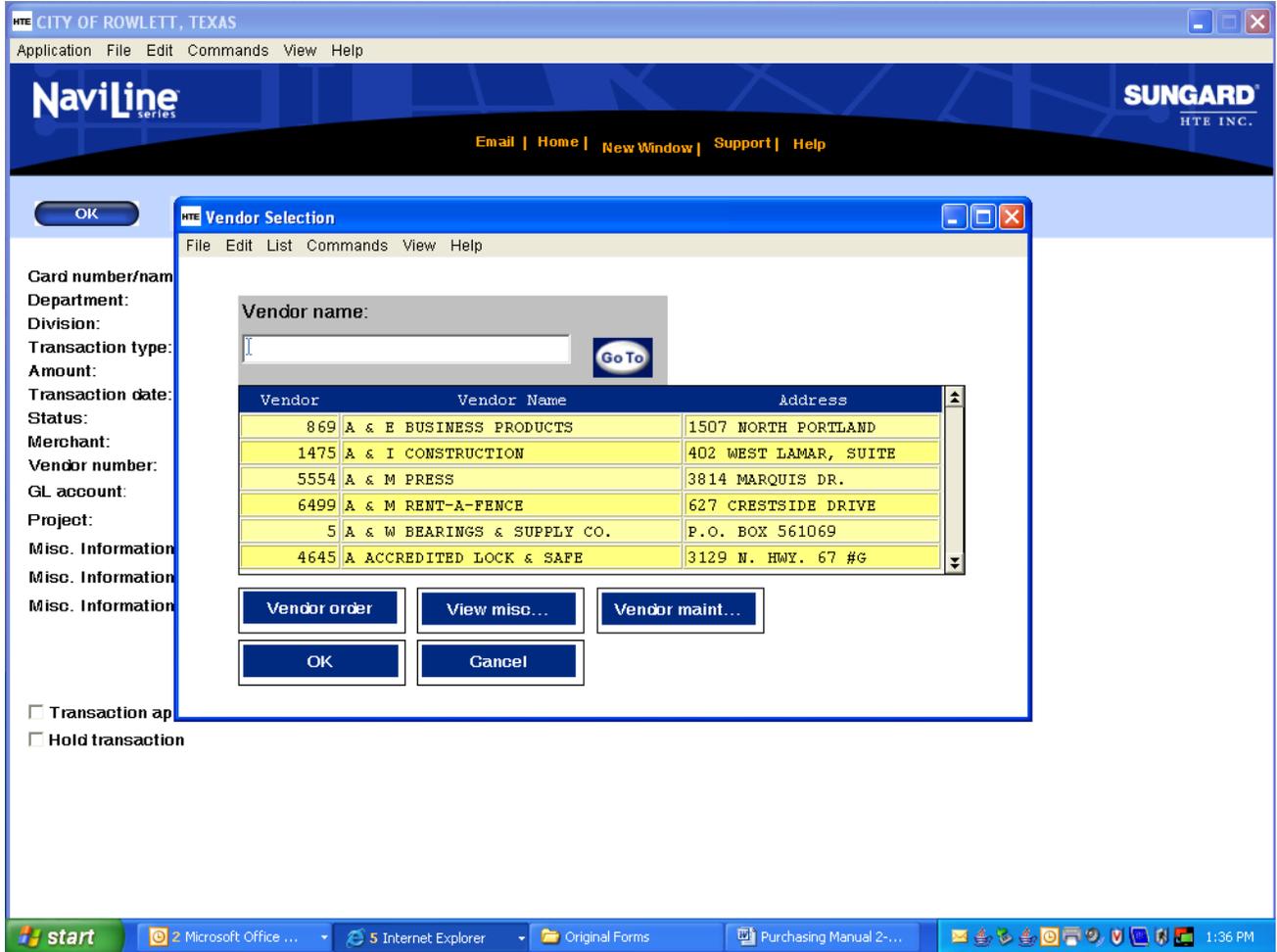
Card number/name:	[REDACTED]	CARTER, DAVID
Department:	04563 WASTEWATER OPERATIONS	
Division:	00100 GARDHOLDERS	
Transaction type:	D DEBIT	
Amount:	153.77	
Transaction date:	12/12/06	Posting date: 12/12/06
Status:	HOLD	Approved ID: 0/00/00
Merchant:	USA BLUE BOOK	City:
Vendor number:	2251 USA BLUEBOOK	
GL account:	16045635006008	Supplies / Minor Tools
Project:		
Misc. Information line 1	minor tools/285263	
Misc. Information line 2		
Misc. Information line 3		

At the bottom of the form, there are two checkboxes: Transaction approved and Hold transaction.

Place cursor in vendor number box, press the drop down menu symbol on the 'Vendor number' line (or Press F4) and right click and select the correct vendor from the list.

Note: If the vendor is not set up, fill out a P-card New Vendor Set-Up form and forward to the Accounting or Purchasing office.

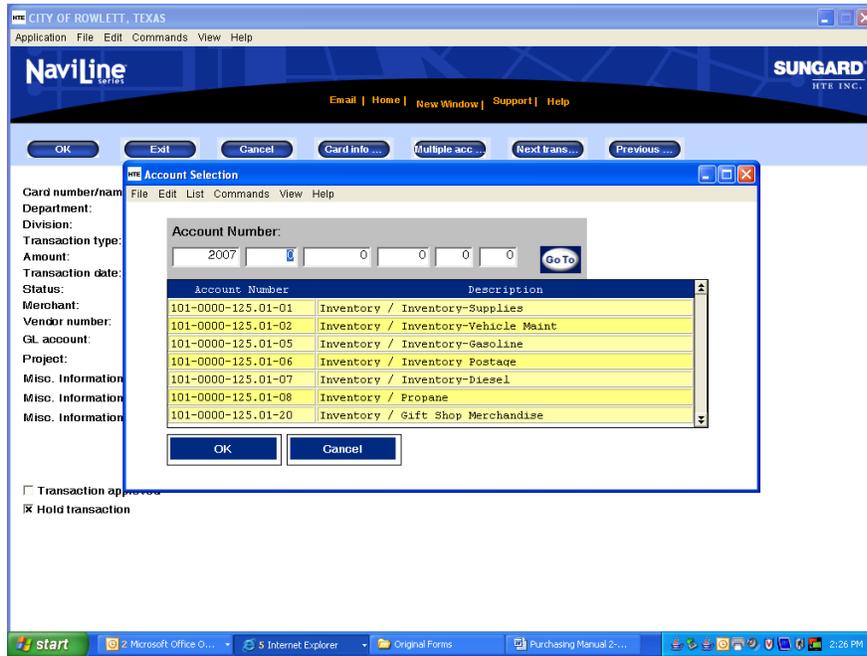
F



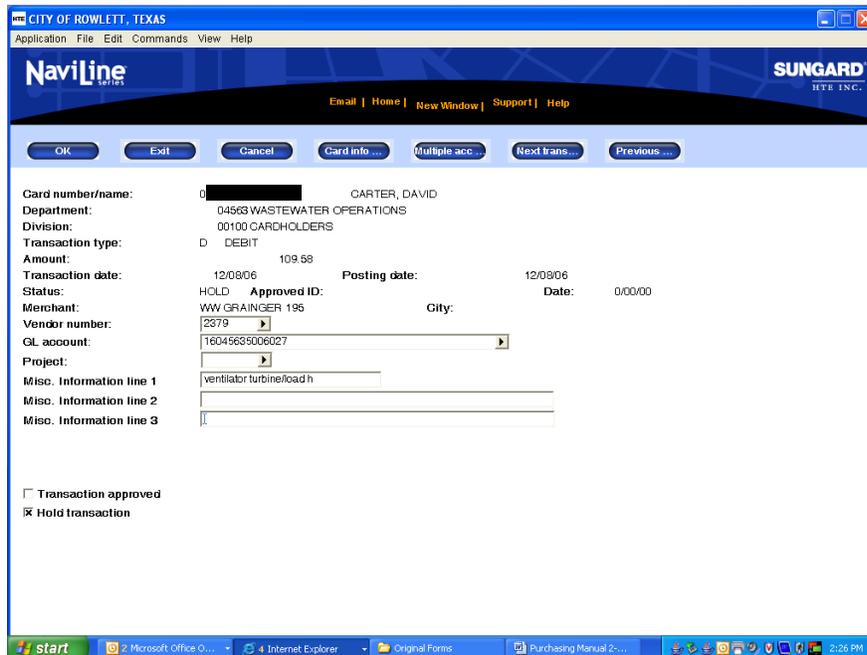
After the vendor has been added into H T E, the transaction will need to have the vendor selected. (After the vendor has been processed for this specific merchant, the system will automatically enter the vendor information on any future purchases made from this vendor/merchant.)

After the vendor information is entered, with the cursor on the GL Account line, type in the expense account number, use the drop down menu, or press F4 for a listing of account numbers (display G) and select the appropriate account. If typing in the account number directly, no dashes or spaces should be used (display H).

G

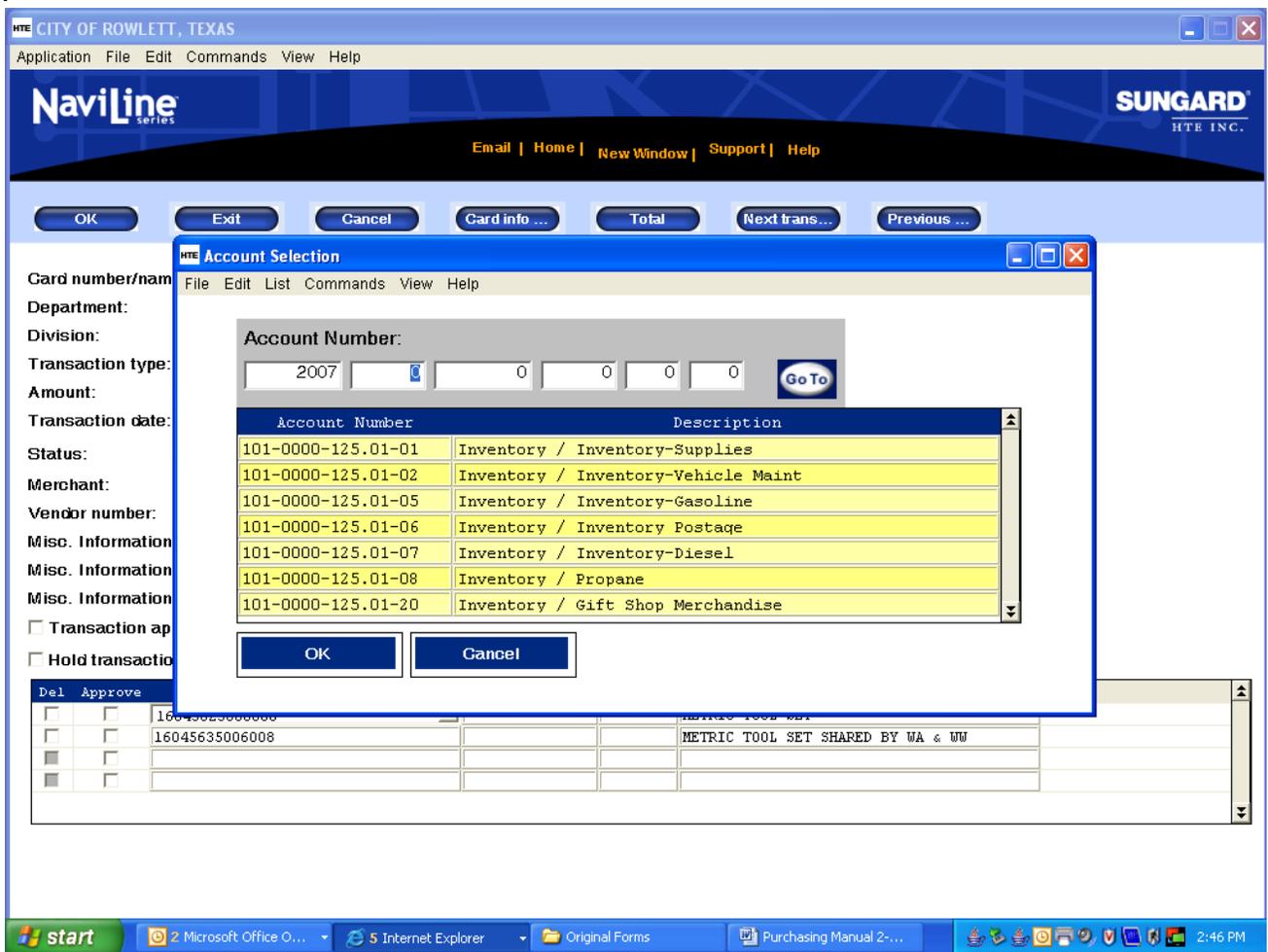


H



If the purchase needs to be split between two or more expense accounts, use the 'Multiple acc...' button (the 5th button across the top of the transaction screen).

Type in the General Ledger Account number or press the drop down menu and choose from the list (display I) of expense accounts.



PURCHASING MANUAL

Enter the amount that should be posted to the specific expense account and press enter. Enter any other expense accounts and the appropriate charge for each account (display J).

Enter project information if needed.

Enter detail information for the transaction.

J

Card number/name: [REDACTED] CARTER, DAVID
Department: 04563 WASTEWATER OPERATIONS
Division: 00100 CARDHOLDERS
Transaction type: D DEBIT
Amount: 153.77
Transaction date: 12/12/06 **Posting date:** 12/12/06
Status: NA **Approved ID:** **Date:** 0/00/00
Merchant: USA BLUE BOOK **City:**
Vendor number: 2251 USA BLUEBOOK
Misc. Information line 1 METRIC TOOL SET
Misc. Information line 2 SHARED BY WATER & WASTEWATER
Misc. Information line 3
 Transaction approved **Entered:** 153.77
 Hold transaction **Balance:** .00

Del	Approve	General Ledger Account	Amount	Project	Detail Information
<input type="checkbox"/>	<input type="checkbox"/>	16045625006008	76.89		METRIC TOOL SET
<input type="checkbox"/>	<input type="checkbox"/>	16045635006008	76.88		METRIC TOOL SET SHARED BY WA & WW
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

After the vendor information, expense account, and detail information is entered, the transaction will need to be taken off hold. Remember to delete the x from the 'Hold transaction' box to complete the process (or by pressing the F9 key).

All transactions must be taken off hold in order for the transaction to be approved for payment. All transactions will need to be approved by the department head prior to payment processing.

The transaction screen will reflect the removal of 'Hold' on the transaction (display K).

K

The screenshot displays the 'Transaction Maintenance' application window for the City of Rowlett, Texas. The interface includes a menu bar (Application, File, Edit, List, Commands, View, Help) and a navigation pane on the left with options like 'View 2', 'Subset', and 'Card information'. The main area shows the card number (redacted), cardholder name 'CARTER, DAVID', and a filter set to 'ALL'. A table lists three transactions:

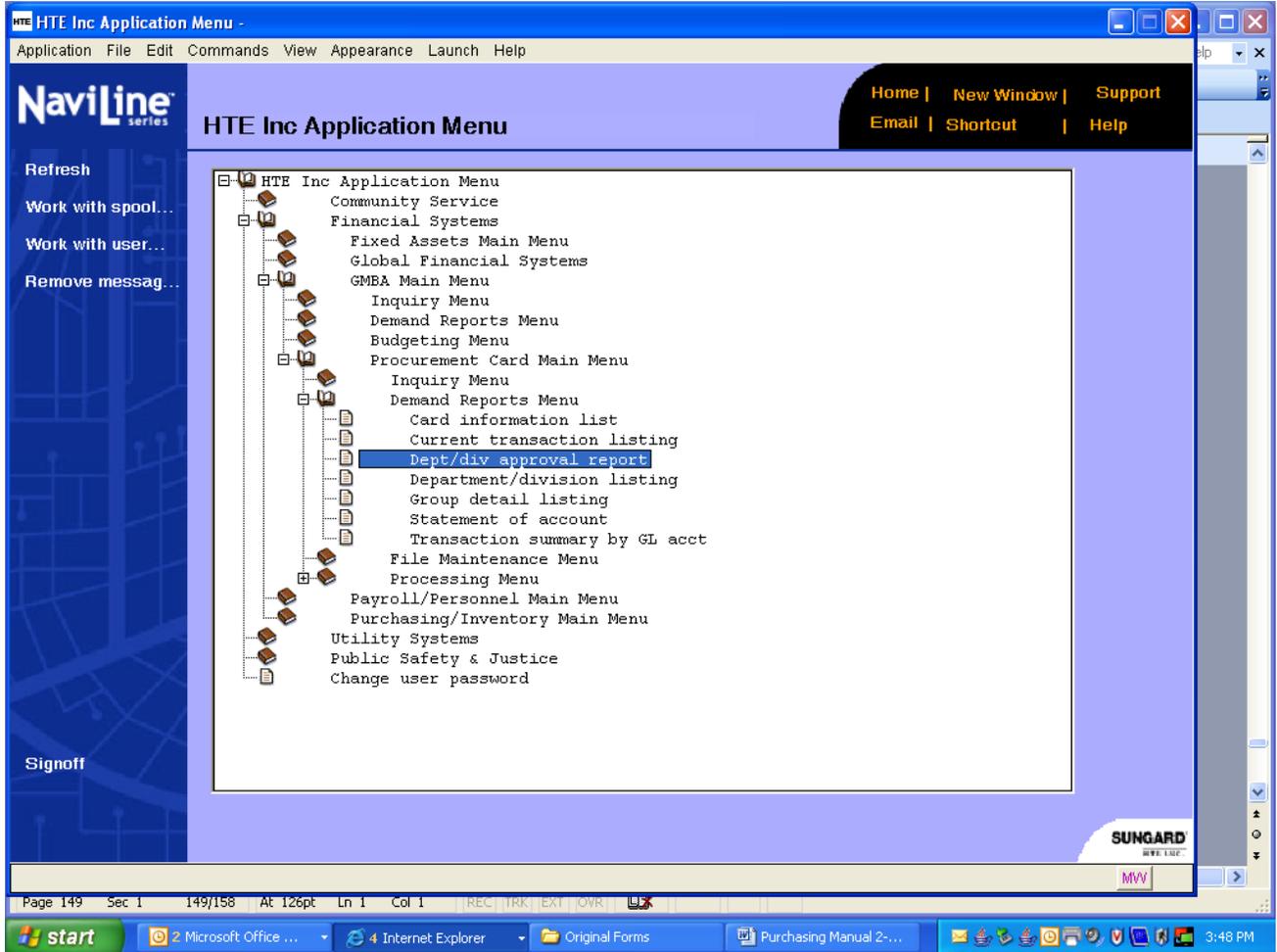
Date	Merchant Name	Amount	Status
12/12/06	USA BLUE BOOK	153.77	
12/08/06	WM GRAINGER 195	109.58	HOLD
12/06/06	CLEARWATER & ASSOCIATE	308.27	HOLD

The interface also features a 'SUNGARD' logo in the bottom right corner and a Windows taskbar at the bottom with the Start button and several open applications.

Print the Dept/Div approval report.

From the Demand Reports Menu, Choose Dept/Div approval report (display L).

L



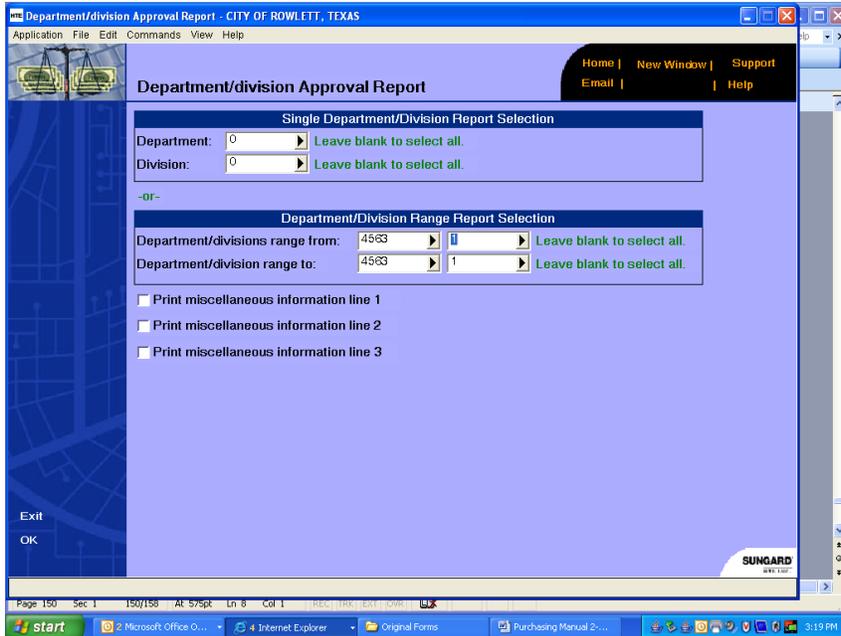
PURCHASING MANUAL

JANUARY 2012

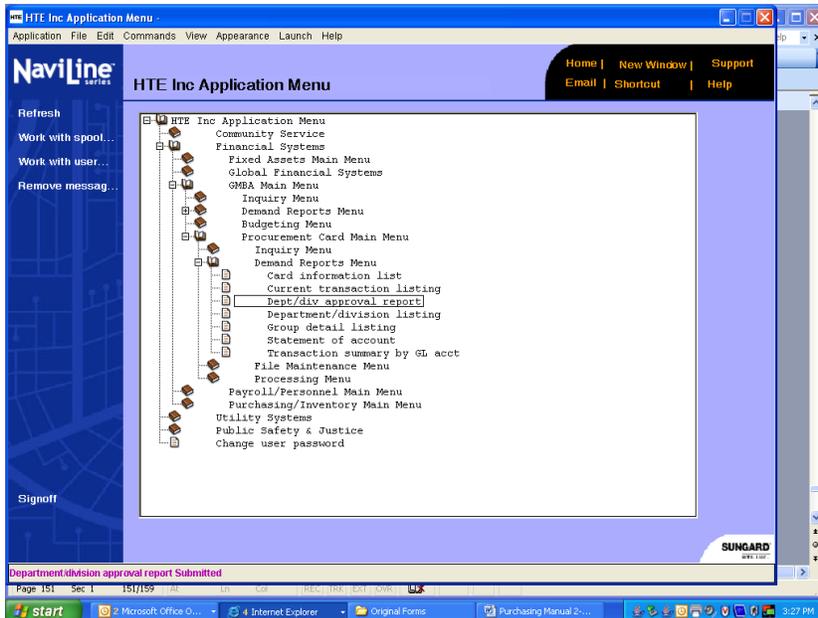
Page 149

Enter the four digit account number and division 001 on both lines under “Department/Division Range Report Selection”. Press enter. The report will go to the print queue. (See message at bottom left of display N – ‘Department/division approval report Submitted’ in pink.)

M



N

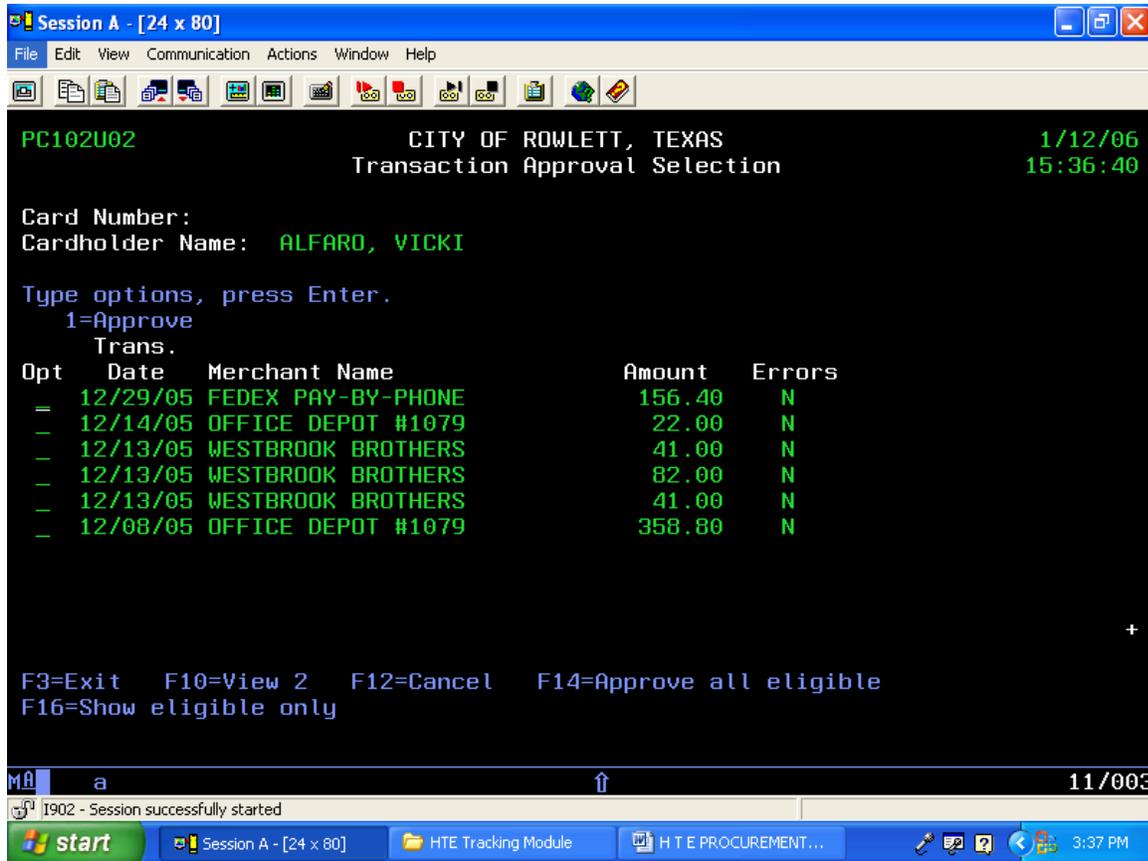


D. TRANSACTION APPROVAL INSTRUCTIONS

**D1. TRANSACTION APPROVAL INSTRUCTIONS
GREEN SCREEN DETAILED INSTRUCTIONS**

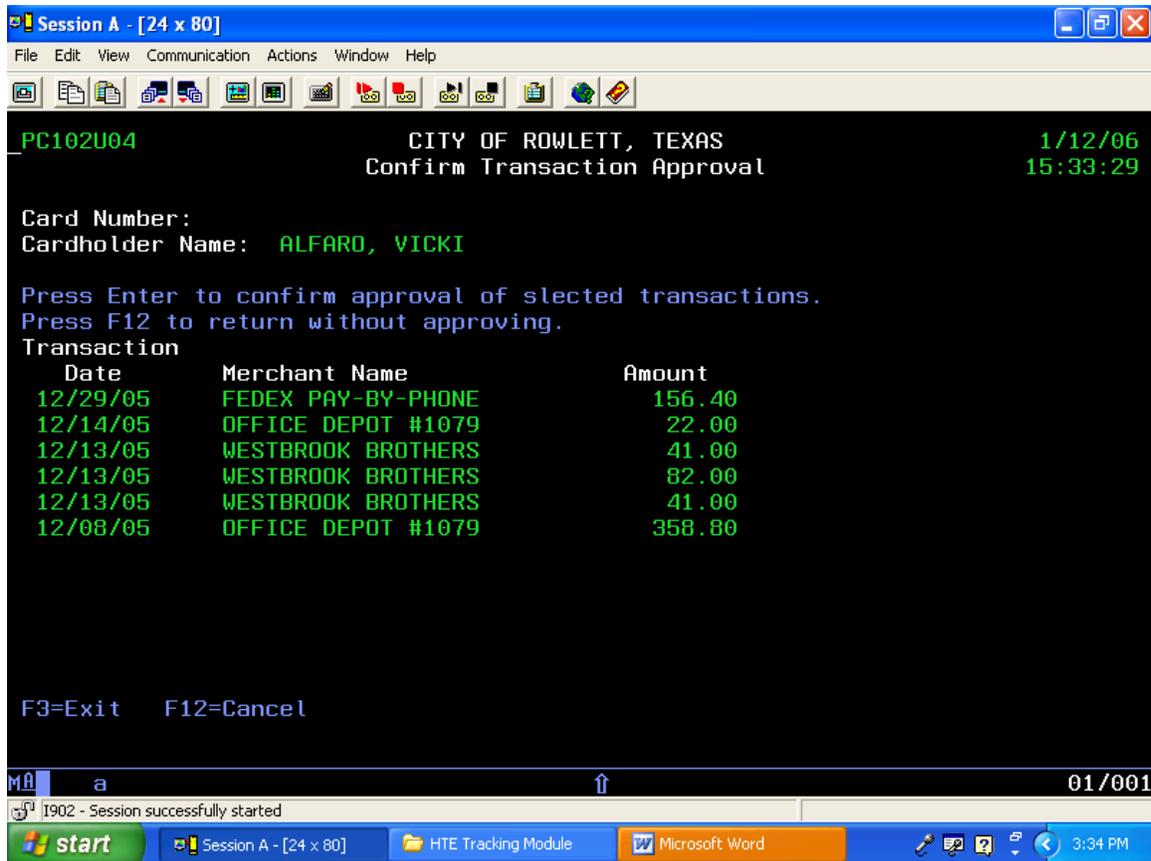
**H T E PROCUREMENT TRACKING MODULE
SUMMARIZED INSTRUCTIONS FOR APPROVING TRANSACTIONS**

1. From the H T E Inc Application Menu, select GMBA (#7), Procurement Card Main Menu (#14), Processing Menu (#4), and Mass Approve Transactions (#6).
2. Enter '1' to select a cardholder.
3. F14 (shift F2) Approve All Eligible



PURCHASING MANUAL

4. Message: Press enter to confirm approval of selected transactions.
Press F12 to return without approving.



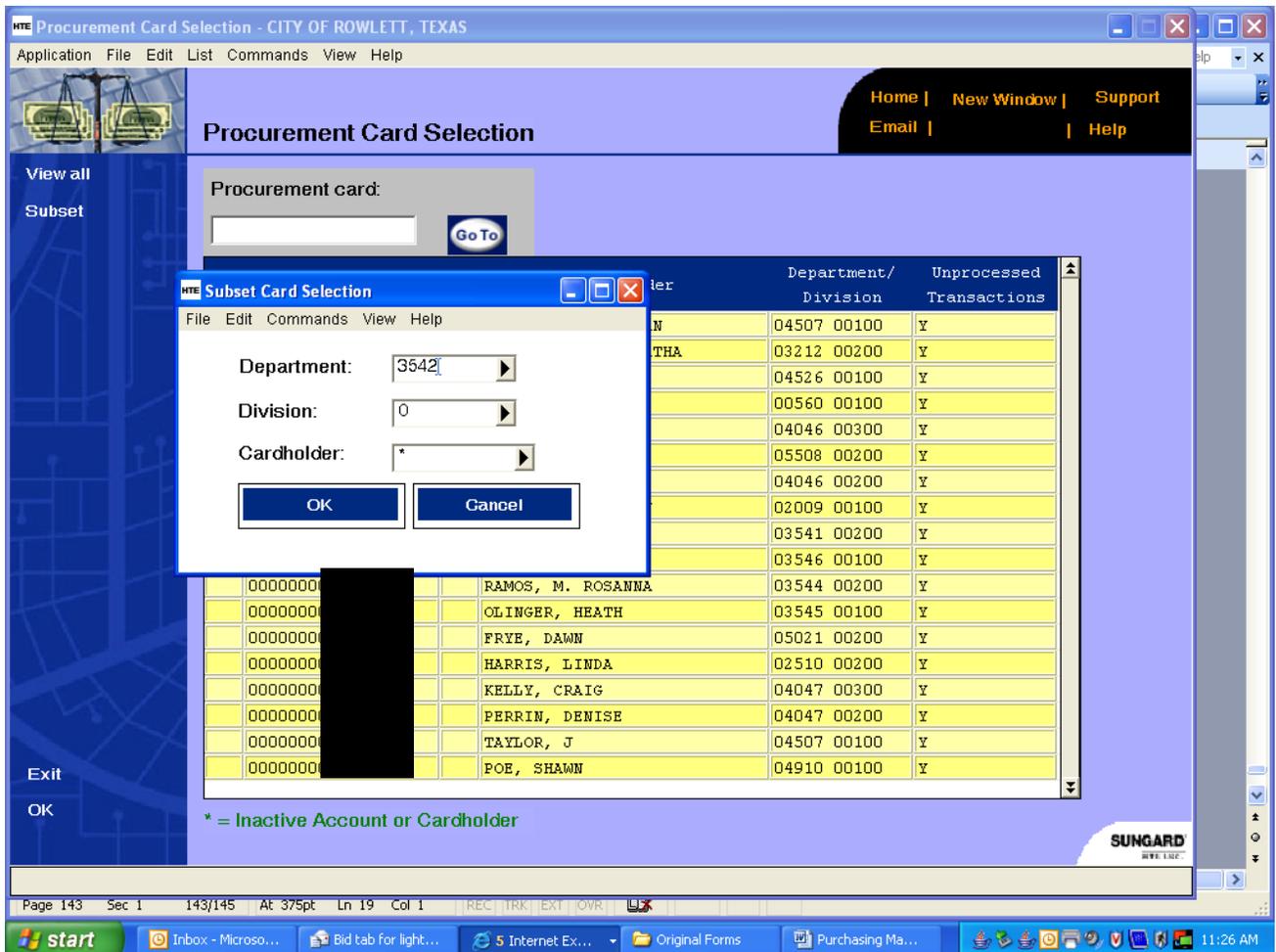
**D2. TRANSACTION APPROVAL INSTRUCTIONS
NAVILINE DETAILED INSTRUCTIONS**

**H T E PROCUREMENT TRACKING MODULE
INSTRUCTIONS FOR APPROVING TRANSACTIONS**

Enter 'Mass approve transactions' via the following path:

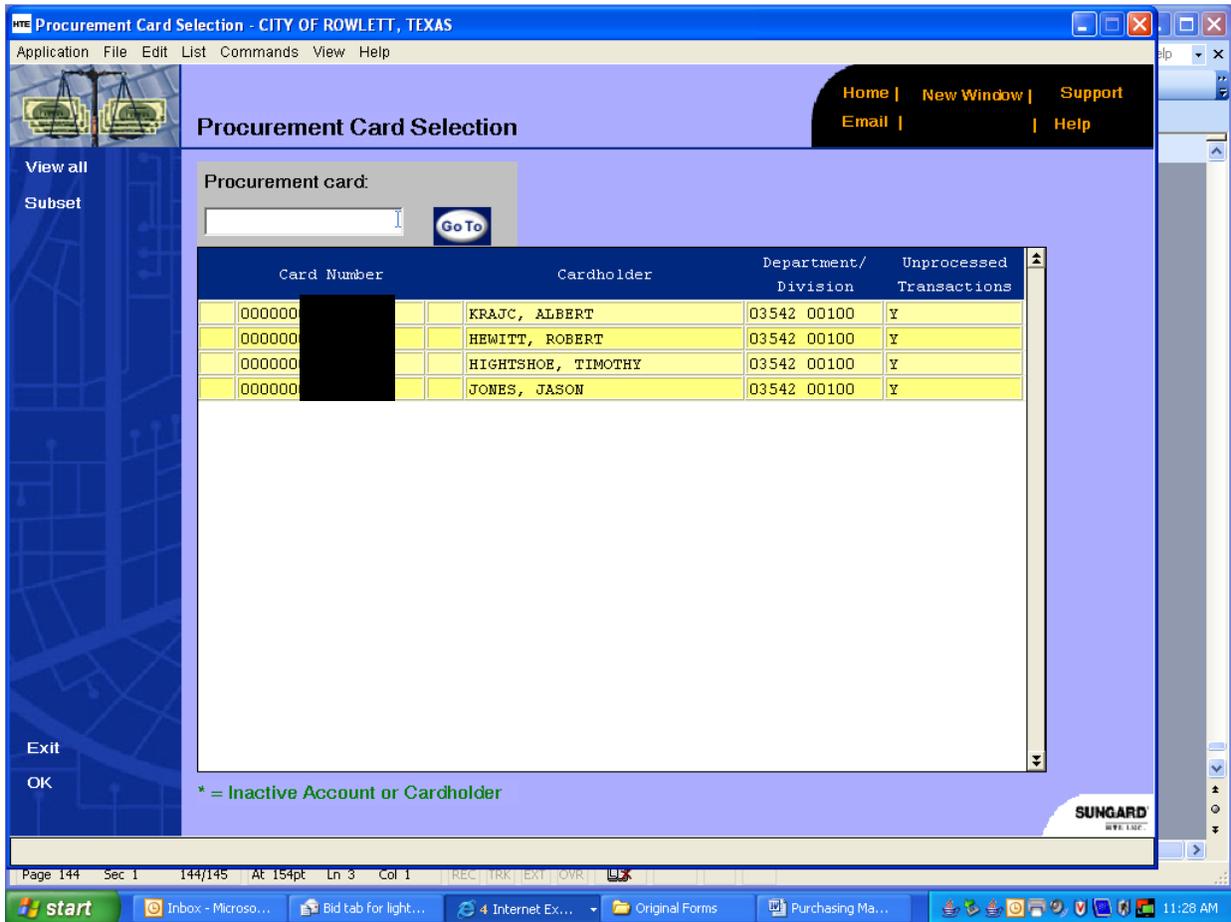
- Financial systems
 - GMBA main menu
 - Procurement card main menu
 - Processing menu
 - Mass approve transactions

If you have multiple department numbers, click on 'Subset' and enter 4 digit department number.

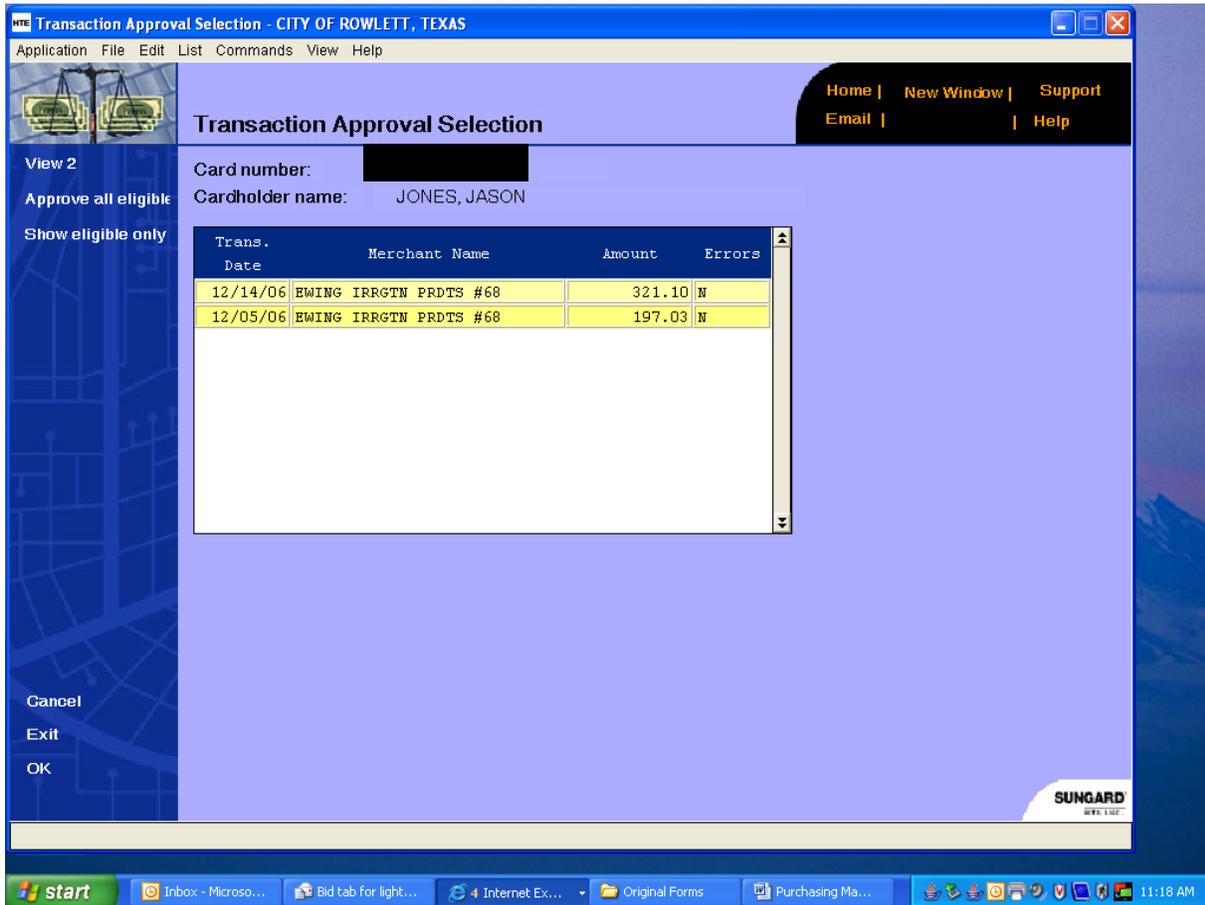


Press enter and a screen with only the cardholders that have unapproved transactions will appear.

Select cardholder by right clicking and choosing 'Select'.

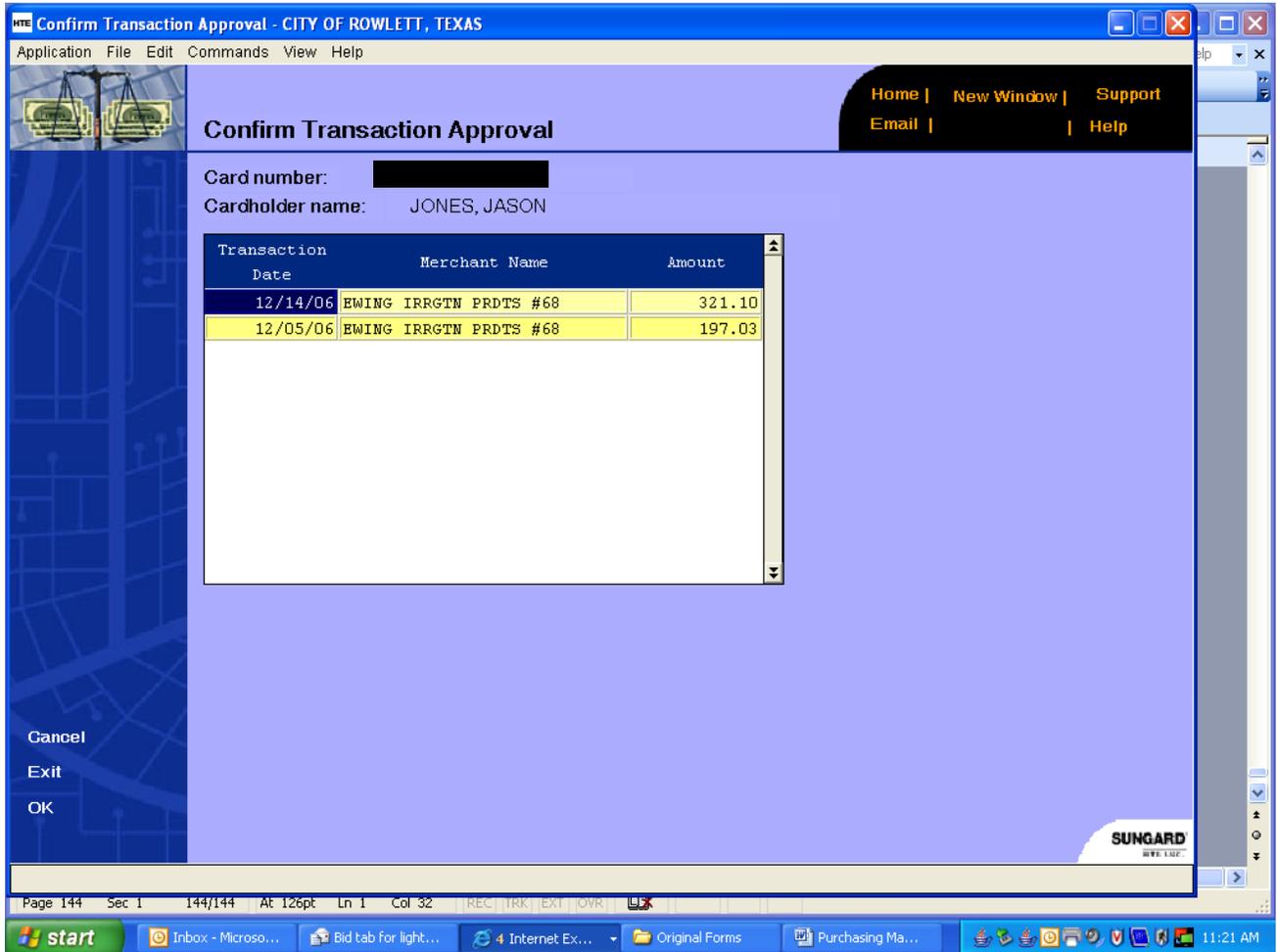


A list of processed transactions will appear.



Click on 'Approve all eligible' or F14 (shift F2).

‘Confirm Transaction Approval’ screen will appear (see below).



Press enter.

Press F12 to return without approving.

XX. AMENDMENT 1 TO PROCUREMENT CARD AGREEMENT

AMENDMENT 1

AMENDMENT TO P-CARD AGREEMENT

Addition

Refer to Page 3 of the Procurement Card Agreement, First Paragraph & Page 123 of the Purchasing Manual in regard to fuel and mileage reimbursement

Procurement card may be used for gas purchases. Finance will reimburse the difference between mileage cost and p-card gas purchase if the proper paperwork is submitted.

Clarification

When a receipt is lost and a supplemental report form is submitted, the consequence is 1/3 strike.

XXI. AMENDMENT 2 TO PROCUREMENT CARD AGREEMENT

AMENDMENT 2

AMENDMENT TO P-CARD AGREEMENT

Change has been implemented:

Refer to page 122 (page 2 of Cardholder Agreement) – Bullet #10

Utilizing the card for automatic/recurring charges will be allowed.