

CITY OF JONESBORO PURCHASING MANUAL

- PURPOSE OF MANUAL -

The purpose of this Purchasing Manual is to provide one complete source of purchasing information. This information will be utilized by each city department when obtaining supplies, materials, and services. The compliance with procedures, as set forth in this manual, is essential to the achievement of the primary objective of a centralized purchasing system.

- OBJECTIVES OF CENTRALIZED PURCHASING -

The primary objective of a centralized purchasing system is to maximize expenditures in a manner that will yield the most economical value for each tax dollar spent. The ramifications of this objective leads to other areas such as accountability, responsibility, and control. Therefore, departmental cooperation is of the utmost importance and responsibilities of each functional area in the purchasing process should be clearly understood.

- RESPONSIBILITIES -

Purchasing Agent/Office

1. Obtaining prices on comparable items.
2. Maintaining up-to-date vendor files.

CITY OF JONESBORO PURCHASING MANUAL

3. Locating new and additional sources of supplies and services.
4. Advertising for bids, receiving bids, and maintaining bid files.
5. Selecting vendors, preparing purchase orders, and making purchases.
6. Insuring that selected vendors have complied with privilege license ordinances before purchase orders and contracts are issued.
7. Assisting in the preparation of specifications and maintaining files on specifications.
8. Maintaining historical performance files.
9. Assisting in the preparation of contracts.
10. Validating and discounting invoices.
11. Marketing and redistributing surplus assets.
12. Investigating complaints about merchandise and services and documenting the investigative results for future reference.
13. Designating a primary and back-up employee in each department to be responsible for the department's purchasing activities.
14. Reviewing telephone quotes obtained by each department on purchases of amounts greater than \$500.00.
15. Reviewing all purchase requisitions and vendor quotes which exceed \$1,000 and forwarding to the Mayor's Office for final approval.

City Departments

1. Preparing purchase requisitions that supply complete information on item(s) to be purchased.

CITY OF JONESBORO PURCHASING MANUAL

2. Assisting the purchasing office by suggesting sources of supply.
3. Planning purchases to eliminate avoidable emergencies.
4. Preparing specifications.
5. Confirming the receipt of purchased items.
6. Following up on contracts, issuing work orders, etc.
7. Insuring that unauthorized purchases are not made by department personnel.
8. Insuring that departmental purchases are made by and/or through the designated employee designated by the Purchasing Agent.
9. Insuring that the designated employee follows all procedures as set forth by this purchasing manual for purchasing and obtain Department Head approval on each purchase.

Mayor

1. Provide written approval for all purchases of \$1,000 to \$10,000.
2. Provide for the written designation of a back-up individual(s) authorized to approve purchases of \$1,000 to \$10,000 in the Mayor's absence.

- LEGAL AUTHORITY FOR PURCHASING -

Authority for making purchases is provided by state law and city ordinances. In the centralized purchasing system, only the Purchasing Department under the authority of the Purchasing Agent, as designated by the Mayor, is authorized to purchase for the city. No department or division head, supervisor, or city employee is authorized to purchase, make commitments to purchase, or indicate to any salesman or company a personal

**CITY OF JONESBORO
PURCHASING MANUAL**

recommendation of their product. However, this does not preclude departments from furnishing information on supplies or products and making recommendations to the Purchasing Agent, the Mayor, or Council members.

STATE STATUTE 19-4425; SEC 5, ACT 28 of 1959; SEC. 1, ACT 154 OF 1979; SEC. 3, ACT 745 OF 1985

"The Mayor or his duly authorized representative shall have exclusive power and responsibility to make purchases of all supplies, apparatus, equipment, materials and other things requisite for public purposes in and for the city, and to make all necessary contracts for work or labor to be done, or materials or other necessary things to be furnished for the benefit of the city, or in carrying out any work or undertaking of a public nature therein. Provided however, the governing body shall provide by ordinance the procedure for making of all purchases which do not exceed the sum of five thousand dollars (\$10,000); that where the amount of expenditures for any purpose or contract exceeds the sum of five thousand dollars (\$10,000), the Mayor or his duly authorized representative shall invite competitive bidding thereon by legal advertisement in any local newspaper; bids received pursuant to said advertisement shall be opened and read on the date set for receiving said bids in the presence of the Mayor or his duly authorized representative, together with any committee that may be named by the Mayor or the governing body for this purpose, and the officials designated to receive such bids shall have exclusive Power to award the bid to the lowest responsible bidder; provided, however the Mayor and any Committee designated to receive bids may reject any/all bids received; and provided further, the governing body, by ordinance, may waive the requirements of competitive bidding in exceptional situations where such procedure is deemed not feasible or practical."

CITY OF JONESBORO PURCHASING MANUAL

Conflict of Interest Prohibition

Arkansas Statutes: 19-716 (e) "No officer or employee elected or appointed in any such city shall be interested directly or indirectly in any contract job for work or materials or the profits thereof, or service to be furnished or performed by the city, and no such officer or employee shall be interested directly or indirectly in any contract or job for work or material or profits thereof, or service to be furnished or performed for any person, firm or corporation, operating any public transportation service, gas works, water works, electric light or power plants, telegraph lines, telephone exchange, or other public utility within the territorial limits of said city. No such officer or employee shall accept or receive directly or indirectly from any person, firm or corporation within the territorial limits of said city and such public transportation service, gas works, water works, electric light or power plant, telegraph line or telephone exchange, or other business acting or operating under a public franchise or indirectly from any such person, firm, or corporation or its agents any other service upon terms more favorable than is granted to the public generally. Any person violating the provisions of this section shall be guilty of a misdemeanor, and fined in a sum not less than Two Hundred Fifty (\$250.00) Dollars nor more than Five Thousand (\$5,000.00) Dollars and every such contract or agreement shall be void. Such prohibition of free transportation shall not apply to policemen or fireman in uniform; nor shall any free service to city officials heretofore provided by franchise or ordinance be affected by this section.

**CITY OF JONESBORO
PURCHASING MANUAL**

CITY ORDINANCE, sec. 2-3.3. Purchasing Agent; purchasing procedures

- (1) As set forth by Ordinance #1445, adopted May 5, 1975, the Finance Director may authorize a representative to act as Purchasing Agent for the City of Jonesboro, Ark.

- (2) The Purchasing Agent, designated by the Finance Director, shall ensure the following procedures for purchases which will become a part of the Purchasing Manual established by the City of Jonesboro.
 - (A) On all purchases between \$250.00 and \$500.00 (before sales tax), no less than three telephone bids will be received by the Purchasing Department and said telephone bids will be documented. In cases where three or more telephone bids are not obtainable, the Purchasing Department shall document the reasons therefor.
 - (B) On all purchases between \$500.00 and \$1,000.00 (before sales tax), a purchase order will be required. No less than three telephone bids will be received by the Purchasing Agent and said telephone bids will be documented. In cases where three or more telephone bids are not obtainable, the Purchasing Agent shall document the reasons therefor.
 - (C) Purchases between \$1,000.00 and \$10,000.00 (before sales tax) shall have no less than three telephone bids documented and attached to the requisition. In cases where three or more telephone bids are not obtainable, the purchasing department or Purchasing Agent shall document the reason therefor. Once received by the Purchasing Agent, the requisition and phone quote sheets shall be forwarded to the Mayor (or designated person in his absence) for written approval before a purchase order will be issued. In all cases, approval must be before the fact.

- (3) Purchases that amount to \$10,000.00 (before sales tax) or more, the Purchasing Agent shall follow the Formal Bidding Procedures, as outlined in Ark. Stats. 19-4425 (Repl. Sec.3, Act 745 of 1985)

**CITY OF JONESBORO
PURCHASING MANUAL**

- INITIATING A PURCHASE -

Purchase Requisition

This form must be filled out and submitted to the Purchasing Department before the acquisition of any item of value in excess of \$500.00. Value in excess of \$500.00 is defined as the cost of the merchandise not including sales tax and shipping charges.

Preparation of the Purchase Requisition (Exhibit A)

The Purchasing Agent will issue to each city department a supply of pre-numbered purchase requisitions. The department head or his designate will insure that the purchase requisitions are properly prepared and submitted to the Purchasing Department in numerical order; including all voided requisitions.

1. The requisition is prepared in two (2) copies
 - A. Purchasing copy (white copy)
 - B. Departmental copy (pink or blue copy)
2. Type or print requisition giving the following:
 - A. Date
 - B. Department
 - C. Person requesting merchandise or service

**CITY OF JONESBORO
PURCHASING MANUAL**

- D. Delivery date required
- E. Delivery location
- F. Account number (refer to budget)
- G. Suggested vendors or last firm where item was purchased
- H. Quantity desired
- I. Complete description of item(s) desired. (Use back of requisition if extra space is needed.)
- J. Requisition must be signed by Dept Head or designated buyer.

Processing of Requisition

1. The original or white copy is sent to the Purchasing Office, and the pink copy is kept in the requesting department's files.
2. Upon receiving the requisition, the Purchasing Agent will insure that numerical sequence has been followed. This procedure will help to insure that no incoming requisitions have been misplaced. Thereafter, the Purchasing Agent will shop for prices by telephone or formal bids. When the economical supplier is located a purchase order (Exhibit B) will be issued.

Once the purchase order has been written, the original (white copy) of the requisition is attached to the pink copy of the purchase order and filed in the Purchasing Department in purchase order number sequence.

CITY OF JONESBORO PURCHASING MANUAL

Petty Charges

Departments may purchase items up to \$500.00 directly from vendors on a charge basis. (Purchases between \$250.00 to \$500.00 must be accompanied by a phone quote sheet.) Delivery tickets for such acquisitions are to be signed by an authorized employee making the purchase. The delivery tickets or invoices must be turned into the person designated by each department to receive such documents immediately after the purchase. Failure to follow this procedure incurs lost time in payment of bills and adversely affects the City's credit privileges. Any person repeatedly failing to turn in invoices will be required to justify his/her reasons to the Purchasing Agent and the Finance Committee of the City Council. Upon receipt of the invoice, a purchase requisition will be prepared. The vendor's invoice and delivery tickets are to be attached to the purchase requisition and phone quote sheet if required, signed by the Department Head and forwarded to the Purchasing office **within two (2) working days of the date of the invoice.** It is the **department head's responsibility** to insure that the use of Petty Charges is not abused and that all personnel are diligently instructed as to the necessity of turning in all invoices. Also, the practice of "double billing", "splitting the invoice price", or any other practice of dividing a purchase in order to make the amount appear to conform with the criteria of a Petty Charge is prohibited.

CITY OF JONESBORO PURCHASING MANUAL

- PURCHASE ORDERS -

Preparation and Issuance

A. The purchase order is a prenumbered document and is prepared in five (5) copies as

follows:

1. Vendor's copy (white)
2. Accounting copy (blue)
3. Receiving department copy (yellow)
4. Departmental copy (green)
5. Purchasing Department copy (pink)

B. The purchase order is typed giving the following information.

1. Name of supplier
2. Shipping point
3. Date
4. Date delivery is required
5. Date delivery has been promised
6. Terms, as shown on quotation
7. Bid Number
8. Requisitioned by (as appears on requisition)
9. Requisition number
10. Account number
11. Unit price and total price extension
12. Signature of Purchasing Agent

Purchase Order Process

1. The #1 (white copy) is forwarded directly to the vendor.
2. The #2 (blue copy) is forwarded to the Accounts Payable Clerk.
3. The #3 (yellow copy) and the #4 (green copy) are forwarded to the requisitioning department.
4. The #5 (pink copy) is retained in the Purchasing Office and the original (white

CITY OF JONESBORO PURCHASING MANUAL

copy) of the requisition is attached with bid information cross-reference number indicated thereon.

When deliveries are made, the receiving department is to insure that all items (or services) meet prescribed specifications and that correct amounts as to quantity and price are in conformance with the purchase order. When invoices are received, they are to be verified for accuracy by the receiving division. The invoice is then attached to the back of the #3 (yellow) copy, dated and signed by the department head or his designate and forwarded to the Accounts Payable Clerk within two (2) working days of the date of receipt of the merchandise. The #4 (green copy) is to be stamped and dated as received and retained in the receiving division's files.

In cases where a department chooses to pick up merchandise rather than have it delivered, only that merchandise listed on the purchase order may be purchased. Any additions must be made by the Purchasing Department.

Partial Shipments

When a purchase order is written, on which, several items may be ordered, the possibility of partial shipments may occur. When partial deliveries occur, the receiving department should retain the shipping copy of the purchase order, (yellow copy) until the entire shipment is received.

Special cases. Should the vendor invoice for the partial order delivered and it is determined that the remainder of the order will not arrive in 60 days, the following partial payment

CITY OF JONESBORO PURCHASING MANUAL

procedure may be implemented:

1. The department head should note on his copy of the purchase order the amount received, date, damage (if any) or any other pertinent information. The receiving copy of the purchase order remains in the department until the entire order is filled and invoiced for.
2. When the invoice is received, the department head should attach a memorandum specifying the purchase order number and approval for the partial payment. Notation should also be made on the invoice that the order is incomplete. The Finance Department will use the foregoing action as authority for payment.

Late Orders

Once the Purchasing Department has issued a purchase order, no follow-up work is done on the order unless the requesting department advises the item has not been delivered on time. Upon notification of a late order, the Purchasing Division will send a written tracer, if time permits; otherwise, the supplier will be contacted immediately by phone.

Cancellation of Purchase Orders

Cancellations of purchase orders can be made only through the Purchasing Department. No other member of another department shall make any indications that shall lead a supplier to believe that the purchase will be canceled. Return the yellow copy of the purchase order to the Purchasing Department with departmental recommendations.

CITY OF JONESBORO PURCHASING MANUAL

Emergency Purchases

An emergency is defined as a situation in which public health or safety is endangered. A requisition sent to purchasing with the wording "This is an emergency", typed in the body will be given immediate attention. This requisition should be delivered directly to the Purchasing Agent rather than placed in the file with other incoming requisitions. If an extreme emergency exists purchase order numbers will be given to authorized personnel over the telephone. Purchase order numbers will be given over the telephone only in these situations.

Artificially created emergencies should be diligently avoided. Experience has shown that most rush orders are the result of poor planning. Many vendors will charge a premium on rush orders; thus additional expenses are incurred and the objective of accountability, responsibility, and control is impaired. The Purchasing Department cannot be responsible for high prices or poor quality when emergency orders cause abandonment of standard pricing and selection procedures.

Blanket Purchase Orders

A purchase order will be issued by the Purchasing Agent on the first day of each month for those items whose vendor and price has been established for extended periods of time not to exceed one (1) year through formal bidding procedures. It shall be the responsibility of the requisitioning department to record all invoices on the face of and to attach all supporting

CITY OF JONESBORO PURCHASING MANUAL

documents to the back of the purchase order. All copies of the purchase order shall be returned to the Purchasing Department on the last business day of the month.

Variance of Purchasing Procedures Forms

No purchase orders will be issued "after the fact". Any purchase of \$500.00 or more that is made outside of the established purchasing procedures must be documented on the Variance of Purchasing Procedure Form (Exhibit C). These forms will be attached to the invoice that was not properly executed. Variances will be reviewed quarterly and reports will be made to department heads and the Finance Committee of the City Council concerning any abuses of the variance method. Acceptable variances are determined by the Purchasing Agent, the Director of Finance and Administration, and/or the Finance Committee.

Budgeted Purchases

When a department wishes to order fixed assets or other services that have been approved by item or category in the annual budget, the purchase process as defined in this manual is to be followed.

Non-Budgeted Purchases

When a department wishes to order items or services that exceed \$10,000.00 in cost and have not been included in the annual budget, approval from the City Council must be granted before the purchase can be made.

CITY OF JONESBORO PURCHASING MANUAL

- FORMAL BID PROCESS -

Formal bids are required by law on purchases of \$10,000.00 and over. However, formal procedures may be used at any time that the Mayor or Purchasing Agent determine that special conditions so warrant. Formal bid procedures involve six basic operations; (1) preparation of bid specifications, (2) assurance of available cash, (3) advertisement for bids, (4) invitation to bid, (5) bid opening, and (6) award of the bid.

Preparation of Bid Specifications

Preparation of specifications on items to be bid are the responsibility of the requisitioning department. In some cases this will mean communicating with external as well as internal sources of expertise. Care must be taken to prevent vendors from being "written out" of the specifications. These specifications will be transmitted to the Purchasing Agent along with a completed Bid Request Transmittal form (Exhibit D) no less than 21 days prior to the bid opening date. *The Bid Request Transmittal Form is to include:*

1. Date
2. Name of requisitioning department
3. Title of item or project to be bid
4. Explanation of only source items
5. Signature of person who prepared specifications
6. Approval signature of department head
7. List of possible vendors (use extra sheet if necessary)
8. Dollar amount appropriated through the operating budget or special funds for acquisition.

Upon receipt of the Bid Request Transmittal Form package, the Director of Finance

CITY OF JONESBORO PURCHASING MANUAL

endorses certification that funding arrangements for the acquisition are in order. A bid file is then created by the Purchasing Agent and vendor solicitation may commence.

Assurance of Cash Availability

The requisitioning department head shall receive confirmation from the Director of Finance that cash is available for the acquisition of the item.

Advertising for Bids

Under the formal bid procedure, advertising in a local newspaper is required. This advertisement must appear at least (7) days, but not more than thirty (30) days before bids can be opened.

Invitation to Bid

Invitation to bid forms shall be prepared in sufficient quantity to allow one copy for each specifically invited bidder, one for the user department head, one for the bid file, and three for unsolicited walk in bidders.

It is imperative that the following be clearly specified within the invitation to bid:

1. The Date and time of the bid opening.
2. The name of item(s), quantity, and description
3. Complete specifications

Sealed Bid Openings

All sealed bids shall be opened at the exact time, date and place as specified by the

**CITY OF JONESBORO
PURCHASING MANUAL**

Purchasing Agent on the bid request form. After the opening, tabulations of the bid results will be made by the Purchasing Agent for submission to the City Council at the next regularly scheduled session.

Award of the Bid

The City Council or the Mayor will award the bid and the Purchasing Agent will issue the purchase order.

- INFORMAL BIDDING PROCEDURE -

For purchases that amount to \$250.00 but not more than \$10,000.00, no less than three (3) telephone bids will be received by the Purchasing agent and documented on the Telephone Bid Sheet (Exhibit E). A telephone bid for an item will be effective for a period of three (3) months providing the low bidder maintains the same quotation. If the low bidder will not maintain the previous quotation, new telephone bids must be taken. In cases where three (3) or more telephone bids are not obtainable, the Purchasing Agent or Department shall document the reasons.

A letter of Justification must be attached to the telephone bid sheet if the award is made to other than the low bidder. This letter will be prepared and signed by the requisitioning department head.

Periodic checks shall be made by the Purchasing Agent on prices of items that fall within

**CITY OF JONESBORO
PURCHASING MANUAL**

the \$250.00 to \$10,000.00 range to determine that the City is making the best possible purchases of products that fall within this category.

- IDENTIFYING SUPPLIERS -

Potential suppliers are selected on the basis of their ability to furnish and service their products. The Purchasing Department will maintain a list of suppliers of various products. Before purchases are made, these suppliers will be given an opportunity to furnish price quotations. New suppliers will be added to the bid list as they become identified.

- ADDENDUM -

As new legislation is enacted or purchasing policies and procedures are updated or changed that alter the scope of this manual, the Purchasing Agent will issue to each department an addendum to this manual. This addendum is to be placed in this manual and made a part hereof.

- CONCLUSION -

Obviously, no manual or directive can be written in a manner that will encompass every

**CITY OF JONESBORO
PURCHASING MANUAL**

event. Therefore, those areas that have not been clearly defined in this manual are subject to discussion between the Purchasing Agent and any interested party.

Purchasing Quick Reference Guide

\$0	\$250	\$500	\$1,000	\$10,000
Misc Purchase Requisition Required	Misc Purchase Requisition Phone Quotes Required	Purchase Order Requisition Phone Quotes Required	Mayor's signature Purchase Order Requisition Phone Quotes Required	

**CITY OF JONESBORO
PURCHASING MANUAL**

Exhibit A

CITY OF JONESBORO PURCHASING MANUAL

DEPT. _____ **PURCHASE REQUISITION** 109576
 REQ. BY _____ CITY of JONESBORO DATE _____
 TO PURCHASING DEPT - PURCHASE THE FOLLOWING GOODS TO BE DELIVERED _____
 From _____ PLACE: _____
 Address _____ ACCT. NO.: _____

QUANTITY		DESCRIPTION: (BRAND, CAT. NO. SIZE, WT. ETC.)	UNIT COST	TOTAL COST
ITEM NO.	NEED			
TOTAL				

TO BE USED FOR:
 (Explain usage - Show type vehicle & No., location, if for stock, type of machine, if for bldg., bridges, streets, or other information to identify how material will be used.)

Suggested Vendors

P. O. NO.	BID NO.	BUDGET OFFICER

CITY OF JONESBORO PURCHASING MANUAL

Exhibit B

>>> VENDOR'S COPY <<<

SHOW THIS NO. ON ALL INVOICES,
DELIVERY SLIPS, CASES, BOXES, ETC.



PURCHASE ORDER
CITY OF JONESBORO
P. O. BOX 1845
515 W. WASHINGTON AVE.
JONESBORO, AR 72401

PURCHASE ORDER
33595

TO:

DATE:

REQ. BY:
REQ. NO.:
BID NO.:

Generalmen: Please furnish the following to the City of Jonesboro and be governed by the instructions hereon.

ITEM	QUANTITY	BRAND, CATALOG NO. AND DESCRIPTION	UNIT PRICE	TOTAL	TAX	NET
Sales Tax				TOTAL		

F.O.B. SHIP TO: CITY SHOP
PUBLIC WORKS DEPARTMENT
1624 STRAWFLOOR
P.O. BOX 1845
JONESBORO, AR 72401

No purchases over \$500.00 are valid unless covered by this form signed by Purchasing Agents. Submit invoice promptly to City Purchasing Agent. The Purchase Order No. (33595) must appear on all invoices, Delivery Slips, Cases, Boxes, Etc., even when shipped direct by your supplier.

CITY OF JONESBORO

By _____ Purchasing Agent

>>> VENDOR'S COPY <<<

**CITY OF JONESBORO
PURCHASING MANUAL**

VARIANCE OF PURCHASING PROCEDURES

DATE OF INVOICE : _____ ACCT # : _____
VENDOR : _____
INVOICE NUMBER : _____
PURCHASED BY : _____

ITEMS PURCHASED	COST
_____	\$ _____
_____	\$ _____
_____	\$ _____
TAX _____	TOTAL \$ _____

EXPLANATION OF VARIANCE FROM PROPER PURCHASING PROCEDURES:

PURCHASER'S SIGNATURE

DEPARTMENT HEAD'S SIGNATURE

**CITY OF JONESBORO
PURCHASING MANUAL**

Exhibit D

BID REQUEST TRANSMITTAL FORM

DATE _____

TO: PURCHASING AGENT

FROM: _____ REFERENCE Items to be Purchased

We have thoroughly examined and approved the attached specifications, plans and documents, and herewith request that your office advertise for bids on the above job or item shown. No standard product, reputable dealer or reputable contractor has been written out of these plans and specifications.

Only source items must be explained: _____

(add additional sheets if needed)

SPECIFICATIONS PREPARED BY _____
signature

APPROVED BY: _____
signature

List possible vendors below:

Name	Address	City, State, Zip
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Funds for this project have been approved as follows:

A. \$ _____ Dept. _____ Acct. No. _____
Operating budget

B. \$ _____ Description _____ Acct. No. _____
Special Approp.

Funds approved by: _____ \$ _____
Director of Finance

Specifications reviewed by: _____
Purchasing Agent

**CITY OF JONESBORO
PURCHASING MANUAL**

NOTES: