

City of Kaufman

General Guidelines for Purchasing

1. **All** purchases of goods or services must be appropriate for City use and be the best possible value for the public dollar.
2. Purchases of less than **\$100** do not require prior approval from the Finance Department. Department heads are responsible for compliance with Item 1 above. Splitting of invoices to come under \$100 or \$500 cap is strictly prohibited; department heads are responsible for training and education of staff on these purchasing guidelines.
3. For purchases of **\$100** or more, appropriate paperwork, a requisition form, must be completed and submitted for administrative approval **BEFORE** purchases and/or commitments are made. Requisitions are for future purchases.
4. Purchase requisitions for **\$500** or more require price quotes from three or more vendors. If three prices are not available, note this on the purchase requisition with an explanation to avoid delays in approval. Supporting documentation for all quotes must be attached to the purchase requisition. When using a government procurement service such as BuyBoard or HGACBuy, three quotes are not required, but are recommended.
5. Vendor information should be complete, including physical and 'remit to' address, contact name, phone number, website, email, and the total expected purchase price. If using a vendor for the first time, IRS form W-9 is required; the vendor must submit the W-9 before payment processing.
6. Emergency purchase order numbers will only be issued for true emergencies. A true emergency is defined as "life threatening" or "a major disruption in services to our residents". Emergency requests of less than \$150 may be approved by the purchasing department. Emergency requests of \$150 or more require prior approval from the City Manager, City Secretary/ACM, or Finance Director. (Paperwork for appropriate emergency purchases made outside of normal working hours such as weekends, evenings, and holidays may be submitted on the next regular business day.)
7. Allow ample time for approval when submitting purchase requisitions. Occasionally additional information is needed which may delay approval.
8. Purchase requisitions for less than **\$2,000** do not require City Manager or City Secretary/ACM approval. Approval of the Finance Director is required. If the Finance Director is not available, the City Manager or City Secretary/ACM must approve.
9. Most requests for purchases of **\$2,000** or more require approval of the City Manager or City Secretary/ACM. (See attached list for exceptions.)
10. Invoices, packing slips, receipts, etc. with approval coding and signatures, should be forwarded promptly to the Finance Department (purchasing or accounts payable) for payment processing.
11. Invoices without supporting documentation (packing slip, etc.) that goods or services have been received must be initialed by the department head or supervisor to confirm receipt of goods or services.
12. Purchase orders for contractual items are not required (ex. professional services).
13. Purchase requisitions for training & schools should include adequate information to determine total cost to the city. Information about lodging, meals, and other travel expenses must first be submitted on the travel advance form and again on reimbursement form upon return; see travel form for list of supporting documentation requirements.
14. For purchasing matters not addressed in this policy, first consult with the Finance Director, City Manager or City Secretary/ACM.