

**RESOLUTION NO. 2015-28**

**A RESOLUTION OF THE CITY OF MOUNT DORA,  
FLORIDA, PERTAINING TO ADOPTING OF THE 2015-16  
PURCHASING POLICIES AND PROCEDURES PROVIDING  
FOR AN EFFECTIVE DATE.**

**WHEREAS**, annually the City of Mount Dora staff reviews and makes recommendations concerning its Purchasing Policies and Procedures as part of the Budget Process.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Mount Dora, that:

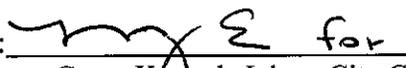
SECTION 1. The 2015-16 Purchasing Policy and Procedures for City of Mount Dora attached hereto as Exhibit "A" are hereby adopted and incorporated herein by reference.

SECTION 2. This Resolution shall take effect October 1, 2015.

**DONE AND RESOLVED** this 24th day of September, 2015, by the City Council of the City of Mount Dora, Florida.

By:   
Cathy Hoechst, Mayor  
City of Mount Dora

ATTEST:

By:  for  
Gwen Keough-Johns, City Clerk  
City of Mount Dora



# CITY OF MOUNT DORA

## **PURCHASING POLICIES & PROCEDURES**

### **Fiscal Year 2015-2016**

By the City Charter, City Council must annually adopt a framework placing guidelines for the acquisition or rental of tangible personal property and services. This policy must include a maximum dollar level that cannot be exceeded without expressed City Council approval. The purchasing procedures are for obtaining services and material for the usage of the City and shall not be utilized for the personal usage of employees, citizens or other organizations, except to the extent of joint purchasing agreements with other governmental units. These guidelines are to ensure fair, open and equitable treatment of all potential bidders and vendors for the City of Mount Dora, while promoting a effective broad-based competition within the free enterprise system and reducing the appearance and opportunity for favoritism. These policies and procedures are not intended to provide detailed descriptions of each aspect of the City's procurement process, but to provide sufficient detail to enable departments, vendors and citizens to be fully aware of comply with our policies and procedures.

The primary function of Purchasing is to obtain the best quality material or services for the City's use, while obtaining maximum value for the tax dollar spent. Price is not the sole consideration. The criteria for purchases are:

1. The quality of the material or service must meet the minimum standards to meet the need or perform the task.
2. The material or service must be available in a timely manner, i.e., when it is needed.
3. The selection is based upon the lowest most responsive bidder under the Invitation to Bid
4. The material or service must be at the lowest competitive price after consideration of the previous two criteria.

To perform this objective, certain transactions must flow through a purchase order system. Formal purchase orders issued through this system are necessary to authorize vendors to deliver goods and services in accordance with the terms set forth by the City. This allows budgetary control by encumbering funds and rejecting purchase requests when funds are not available. It is intended that all purchases for equipment, materials, supplies and services necessary to the City's operation be reasonably subject to competitive selection. Purchasing shall make all purchases in excess of the specified limits for Departments listed below. Purchases shall not be made until properly authorized.

The purchase requisition serves as a formal start of the process. The Division Heads, Department Heads, or City Manager will issue a requisition within the limits as set by Policies or Procedures, thus authorizing the Purchasing Department to proceed with a purchase.

## **REQUISITIONS**

The following are conditions that control the issuance of a requisition:

1. The splitting of purchases or requisitions for the purpose of circumventing the established Policies & Procedures, whether as to authorization or competitive selection is strictly prohibited.
2. Requisitions may only be issued under the knowledge that there are sufficient funds or appropriations available in the account code listed. Any requisition with a status of "Ready for Buyer Processing" must have written documentation forwarded to Purchasing regardless of the dollar amount.
3. The requesting party must expressly justify any requisition for an excess of (1) year's requirements to the City Manager. The City Manager or his designee must then approve the request. Requisitions entered into the computer system are not valid requisitions until all approvals have been obtained.
4. Changes to a requisition or purchase order in excess of five percent (5%) shall be expressly authorized by all original approval levels involved. Changes requiring this additional approval are also subject to the authorization levels that would have been in effect if the total amount of the purchase were to be considered, not just the change amount, except that changes up to 5% to requisitions that were at City Council Approval Level, and were previously approved by Council, may be approved by the City Manager or his designee.

5. Emergencies are defined as conditions that threaten life, limb or property or would substantially and immediately jeopardize the delivery of necessary public services. Emergency requisitions or purchases must be approved by the City Manager, with subsequent notice to Council if in excess of \$25,000.

### **Requisitioning Party Requirements**

Any authorized person that issues a requisition shall be responsible for:

1. Determining and defining the complete specifications and requirements for the purchase of the materials or services requested to the satisfaction of Purchasing.
2. Indicating the proper account code and to verify that funds or appropriations are available in the account code specified.
3. Attesting to the quality and quantity received in conformance to the purchase order when the materials or services are received.
4. Acknowledging the receipt and acceptance of the materials or services, reconciling the invoice to the purchase order and authorizing payment.
5. Once the purchase order is printed and sent to the respective departmental representative, it becomes the department's responsibility for the delivery of the products or services. Purchasing will not be responsible for expediting goods purchased by City Departments nor will Purchasing Division be responsible for Departmental invoicing issues.
6. Reviewing the outstanding purchase order listing provided by Purchasing and advising of their disposition.
7. If a Department has an operating inventory that is maintained by Purchasing, they shall review the need of each item annually. The Department shall add or delete items as needed. When adding items, the Department will initially set the minimum and maximum level to be maintained. The Department shall then approve the list of items to be maintained.
  - A. The department approved list and/or new item levels will then be forwarded to the City Manager for approval.
  - B. Once this has been performed, Purchasing shall be empowered to maintain those items listed without further authorization by the Department or City Manager. Inventory that has been dormant for a period of two (2) years may be removed and placed into surplus by

Purchasing. The PI module will set the minimum and the maximum after there is a one (1) year history for that item.

- C. Purchase order signatures and approvals to pay for all inventories will be performed by the Purchasing Manager.
- D. Purchasing in conjunction with the wishes of the owning Department, may allow inventory levels to drop below the lower limits in preparation of a physical inventory count.

### **Purchasing Office Requirements**

The Purchasing Office shall be responsible for:

1. Maintaining a list of reputable vendors.
2. Issuance of purchase orders based upon a requisition with proper approvals.
3. Maintaining a perpetual inventory sufficient to effectively meet the operating needs of the owning Department. Item lists and initial levels are set by the Department and approved by the City Manager. Advising the Department if an item level is excessive or too small.
4. Staying abreast of, and using modern purchasing techniques to obtain the most cost effective materials or services.
5. Immediately report in writing to the City Manager any irregularity in the purchases of materials or services or in the consumption of inventory items.
6. Maintain adequate files to document the compliance of this Framework or Purchasing Policies & Procedures as required.
7. Verify the availability of funds or appropriations prior to the issuance of a purchase order.
8. When appropriate, to consolidate requirements by issuing open purchase orders.
9. Provide periodic listings to Departments of their outstanding purchase orders to determine if some can be closed.

### **Finance Requirements**

Finance shall be responsible for:

1. Verifying availability of funds or appropriations above the limit as set forth in the subsequent Policies & Procedures.
2. Providing forms and procedures necessary for check requests.
3. Notifying Departments of insufficient funds in an account.

4. Including in the internal financial reports information on change orders for any Council approved projects.

### **City Manager Requirements**

The City Manager or his designee is responsible for:

1. Setting Policies and Procedures based on the City Council approved Purchasing Framework.
2. Obtaining formal Council Approval of any contract for a term of more than one (1) year and in excess of \$25,000.00 total expected expenditure.
3. Obtaining formal approval of the Council for any acquisition or disposal of real property.
4. Authorizing the disposal of any tangible personal property of the City up to a value of \$25,000.00 per item, through sale, trade, and cannibalization or as scrap.
5. Approving all emergency purchases as defined above.
6. Determining a cut-off time near the end of the fiscal year when requisitions will be restricted to minimize the flow through Finance. Any outstanding purchase orders at the close of the current fiscal year that a Department wishes to carry over to the next fiscal year must be approved by the City Manager, pending the availability of appropriations or funds and the appropriation documentation for the request.
7. Approving inventory requested by an owning Department to be maintained by Purchasing.
8. Setting the dollar amounts for approvals of all transactions under the maximum limit of \$25,000.00.
9. Signing contract(s) for goods or services, once the City Council has approved a bid award. The City Manager or his designee is also authorized to sign change orders to said contract(s) of up to five percent (5%) increase or any decrease (such changes will be included in the periodic financial report) without further Council action. Increases in excess of the five percent (5%) and \$25,000 must be approved by Council prior to their execution unless deemed as an emergency as defined above or will materially delay the project resulting in a potential time delay claims by the contractor.

## COMPETITIVE SELECTION

1. Competitive selection is the mainstay of purchasing. Competitive sources are defined as vendors that usually sell or provide the materials or services needed, and are in reasonable proximity to the City. A Purchase Order will be required for all items except "A" & "B" below. For items "A" & "B" the division/department will obtain their own pricing, ordering and delivery of the goods. Purchasing will not be involved in the procurement process unless written quotes and a formal purchase order are necessary. Purchasing will, however, provide possible vendors to the departments if requested. Competitive guidelines are as follows:
  - A. Purchases up to \$1,000.00 are excluded from quotation listing requirements, but must be based upon the true knowledge of the requisitioner of the prices available from vendors and making the purchase from the best value of those available for that product or service. This is to keep the acquisition costs in a reasonable relationship to the potential savings. Payment will be made by Field Purchase Order (FPO) and processed through PI.
  - B. For purchases of \$1,000.01 up to \$3,000.00, requires the Department to document verbal quotations of at least three (3) competitive sources. Payment will be made by a Field Purchase Order (FPO) processed through PI with the documentation of the verbal quotes attached to the approved invoice and noted. Invoices will be returned to the Department if the verbal quotes are not attached.
  - C. A requisition is required from \$3,000.01 through \$10,000.00; the Department or Purchasing may obtain written quotations from at least three (3) competitive sources. If the department relies on Purchasing to obtain alternate quotes, the Department must provide adequate specifications to Purchasing prior to the solicitation of quotes. All quotes provided by the Department are subject to the review of, and acceptance by, Purchasing. When Purchasing obtains the quotes, the Requesting Department shall review the quotes. They may then concur with the recommendation of Purchasing or document the reasons for an alternate choice prior to the issuance of a purchase order. Small blanket orders that, in total, exceed \$3,000.00 per year to the same vendor must be entered as a purchase requisition.

- D. Requisitions from \$10,000.01 through \$25,000.00, will require only Purchasing to obtain written quotes from at least three (3) competitive sources after the Department has fully documented the specifications for the material or service wanted, to the satisfaction of Purchasing. After Purchasing obtains the quotes, the Requesting department shall review the quotes. They may then concur with the recommendation of Purchasing or document the reasons for an alternate choice prior to the issuance of a purchase order.
  - E. For requisitions of \$25,000.01 and above, Purchasing shall execute a sealed, formal publicly solicited bid/proposal (after the Requesting Department has fully documented the specification for the material or service wanted) attempting to obtain submissions from at least three (3) competitive sources. When feasible, a committee from multiple departments shall be formed to review and recommend bids. The award shall be made by City Council Action.
2. Purchasing may attempt to negotiate pricing when it is in the best interest of the City based upon the procedures used by the State of Florida as outlined in Rule 60A-1.018 and other referenced rules therein. Approval of the resulting prices shall be made by the City Manager or his designee in all cases with any purchase above the \$25,000.00 level also requiring the approval of the City Council. Known areas where negotiation may be applied, but not limited to, are:
- A. In the event that a formal, sealed, publicly solicited bid/proposal fails to secure at least three (3) qualified participants, then the Purchasing Manager, in partnership with the Requesting Department, may negotiate with the responding sources to obtain the best value for the City without further bid action being required. If Purchasing is unable to obtain an acceptable negotiated price with the sealed process submitter(s), then Purchasing in partnership with the Requesting Department may contact any other viable vendor available, obtain written quotations and request City Council to award based upon that obtained information.
3. Competitive selection procedures are waived for the following reasons:
- A. Prices are established by a Federal or State Contract price list, or by another governmental agency's bid process;
  - B. The purchase is from a sole source or due to an emergency situation. A letter from the manufacturer must be on file in the Purchasing Office (Departmental responsibility to obtain) for all sole source purchases. An

emergency purchase must be justified and documented as defined in these policies & procedures. City Council will be notified of any purchase in excess of \$25,000.00.

- C. The purchase is pursuant to Florida Statutes such as, but not limited to, The Consultant's Competitive Negotiation Act.
  - D. Purchases of utilities, landfill disposal, annual renewal of software and hardware maintenance, freight, postage, books, permits, memberships, publications, and advertising.
  - E. Small monthly blanket purchases from local vendors that do not exceed \$500.00 per item or single invoice, where an agreement has been reached with the vendor to sell the material at a set discount below the vendor's normal retail price. No splitting of order, as stated above, is allowed.
4. Purchasing may vary from the lowest price based on the criteria previously mentioned when the reason(s) is/are documented on the requisition or purchase order. Some additional factors that may be considered, but not necessarily limited to, are:
- A. Warranty
  - B. Economic Life
  - C. Total cost of equipment operation
  - D. Cost of issuing a purchase order (i.e. splitting an order vs. combining)
  - E. For materials and services, a Mount Dora based vendor preference is allowed when all other factors concerning the material or service to be purchased is considered equal, if the difference in the purchase price from the vendor is no more than ten percent (10%) not to exceed \$1,500. Similarly, a Lake County based vendor preference is allowed when all other factors concerning the material or service to be purchased is considered equal, if the difference in the purchase price from the vendor is no more than three percent (3%), not to exceed \$1000.
  - F. For new construction and major renovation, a Mount Dora based vendor preference is allowed when all other factors concerning the material or service to be purchased is considered equal, if the difference in the purchase price from the vendor is no more than five percent (5%) not to exceed \$5,000. Similarly, a Lake County based vendor preference is allowed when all other factors concerning the material or service to be purchased is considered equal, if the difference in the purchase price from the vendor is no more than two percent (2%), not to exceed \$2,500

- G. Others as determined by the City Manager as prudent and reasonable.
5. The City will continue the program to encourage local vendors to bid on material and services. As part of this program, the City will explore and institute where feasible the following items:
- A. Develop a list of Lake County and City of Mount Dora vendors who are interested in providing material or services to the City and provide an e-mail notice of potential purchases not requiring bids or items that are ready for bid.
  - B. Provide that all of bidders on submittals over \$25,000 must provide a list of local subcontractors.
  - C. Develop a list of Bids and Bid Awards that can be placed on the City's Website.
  - D. Continue the effort where the City or in conjunction with other governmental entities hold an annual seminar on how to do business with governmental entities.
  - E. Continue to work with surrounding governments in developing joint bids for material and services.

#### FLORIDA STATE REQUIREMENTS

The City of Mount Dora is required to follow the various state statutes as amended from time to time concerning advertising and procurement. The following includes some of those current requirements of chapters 180, 255 and 287:

**180.24 Contracts for construction; bond; publication of notice; and bids**

(1) Any municipality desiring the accomplishment of any or all of the purposes of this chapter may make contracts for the construction of any of the utilities mentioned in this chapter, or any extension or extensions to any previously constructed utility, which said contracts shall be in writing, and the contractor shall be required to give bond, which said bond shall be executed by a surety company authorized to do business in the state; provided, however, construction contracts in excess of \$25,000 shall be advertised by the publication of a notice in a newspaper of general circulation in the county in which said municipality is located at least once each week for 2 consecutive weeks, or by posting three notices in three conspicuous places in said municipality, one of which shall be on the door of the city hall; and that at least 10 days shall elapse between the date of the first publication or posting of such notice and the date of receiving bids and the execution of such contract documents. For municipal construction projects identified in s. 255.0525, the notice provision of that section supersedes and replaces the notice provisions in this section.

(2) All contracts for the purchase, lease, or renting of materials or equipment to be used in the accomplishment of any or all of the purposes of this chapter by the municipality, shall be in writing; provided, however, that where said contract for the purchase, lease, or renting of such materials or equipment is in excess of \$10,000, notice or advertisement for bids on the same shall be published in accordance with the provisions of subsection (1).

**255.0518 Public bids; bid opening.**—Notwithstanding s. 119.071(1)(b), the state or any county or municipality thereof or any department or agency of the state, county, or municipality or any other public body or institution shall:

(1) When opening sealed bids or the portion of any sealed bids that include the prices submitted that are received pursuant to a competitive solicitation for construction or repairs on a public building or public work, open the sealed bids at a public meeting conducted in compliance with s. 286.011.

(2) Announce at that meeting the name of each bidder and the price submitted in the bid.

(3) Make available upon request the name of each bidder and the price submitted in the bid.

**255.0525 Advertising for competitive bids or proposals.**—

(2) The solicitation of competitive bids or proposals for any county, municipality, or other political subdivision construction project that is projected to

cost more than \$200,000 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least 21 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference. The solicitation of competitive bids or proposals for any county, municipality, or other political subdivision construction project that is projected to cost more than \$500,000 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference. Bids or proposals shall be received and opened at the location, date, and time established in the bid or proposal advertisement. In cases of emergency, the procedures required in this section may be altered by the local governmental entity in any manner that is reasonable under the emergency circumstances.

(3) If the location, date, or time of the bid opening changes, written notice of the change must be given, as soon as practicable after the change is made, to all persons who are registered to receive any addenda to the plans and specifications.

(4) A construction project may not be divided into more than one project for the purpose of evading the requirements in this section.

(5) As used in this section, the term "emergency" means an unexpected turn of events that causes:

- (a) An immediate danger to the public health or safety;
- (b) An immediate danger of loss of public or private property; or
- (c) An interruption in the delivery of an essential governmental service.

**287.017 Purchasing categories, threshold amounts.** – The following purchasing categories are hereby created:

- (1) CATEGORY ONE: \$20,000.
- (2) CATEGORY TWO: \$35,000.
- (3) CATEGORY THREE: \$65,000.
- (4) CATEGORY FOUR: \$195,000.
- (5) CATEGORY FIVE: \$325,000.

**287.055 Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties.—**

(1) SHORT TITLE.—This section shall be known as the “Consultants’ Competitive Negotiation Act.”

(2) DEFINITIONS.—For purposes of this section:

(a) “Professional services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

(b) “Agency” means the state, a state agency, a municipality, a political subdivision, a school district, or a school board. The term “agency” does not extend to a nongovernmental developer that contributes public facilities to a political subdivision under s. 380.06 or ss. 163.3220-163.3243.

(c) “Firm” means any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice architecture, engineering, or surveying and mapping in the state.

(d) “Compensation” means the amount paid by the agency for professional services regardless of whether stated as compensation or stated as hourly rates, overhead rates, or other figures or formulas from which compensation can be calculated.

(e) “Agency official” means any elected or appointed officeholder, employee, consultant, person in the category of other personal service or any other person receiving compensation from the state, a state agency, municipality, or political subdivision, a school district or a school board.

(f) “Project” means that fixed capital outlay study or planning activity described in the public notice of the state or a state agency under paragraph (3)(a). A project may include:

1. A grouping of minor construction, rehabilitation, or renovation activities.
2. A grouping of substantially similar construction, rehabilitation, or renovation activities.

(g) A “continuing contract” is a contract for professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in

which the estimated construction cost of each individual project under the contract does not exceed \$2 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000, or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another.

(h) A “design-build firm” means a partnership, corporation, or other legal entity that:

1. Is certified under s. 489.119 to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
2. Is certified under s. 471.023 to practice or to offer to practice engineering; certified under s. 481.219 to practice or to offer to practice architecture; or certified under s. 481.319 to practice or to offer to practice landscape architecture.

(i) A “design-build contract” means a single contract with a design-build firm for the design and construction of a public construction project.

(j) A “design criteria package” means concise, performance-oriented drawings or specifications of the public construction project. The purpose of the design criteria package is to furnish sufficient information to permit design-build firms to prepare a bid or a response to an agency’s request for proposal, or to permit an agency to enter into a negotiated design-build contract. The design criteria package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project.

(k) A “design criteria professional” means a firm who holds a current certificate of registration under chapter 481 to practice architecture or landscape architecture or a firm who holds a current certificate as a registered engineer under chapter 471 to practice engineering and who is employed by or under contract to the agency for the providing of professional architect services, landscape architect services, or engineering services in connection with the

preparation of the design criteria package.

(l) "Negotiate" or any form of that word means to conduct legitimate, arms length discussions and conferences to reach an agreement on a term or price. For purposes of this section, the term does not include presentation of flat-fee schedules with no alternatives or discussion.

(3) PUBLIC ANNOUNCEMENT AND QUALIFICATION PROCEDURES.—

(a) Each agency shall publicly announce, in a uniform and consistent manner, each occasion when professional services must be purchased for a project the basic construction cost of which is estimated by the agency to exceed the threshold amount provided in s. 287.017 for CATEGORY FIVE or for a planning or study activity when the fee for professional services exceeds the threshold amount provided in s. 287.017 for CATEGORY TWO, except in cases of valid public emergencies certified by the agency head. The public notice must include a general description of the project and must indicate how interested consultants may apply for consideration.

(b) Each agency shall encourage firms engaged in the lawful practice of their professions that desire to provide professional services to the agency to submit annually statements of qualifications and performance data.

(c) Any firm or individual desiring to provide professional services to the agency must first be certified by the agency as qualified pursuant to law and the regulations of the agency. The agency must find that the firm or individual to be employed is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual.

(d) Each agency shall evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by the agency to be applicable to its particular requirements. When securing professional services, an agency must endeavor to meet the minority business enterprise procurement goals under s. 287.09451.

(e) The public must not be excluded from the proceedings under this section.

(4) COMPETITIVE SELECTION.—

(a) For each proposed project, the agency shall evaluate current statements of qualifications and performance data on file with the agency, together with

those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with, and may require public presentations by, no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services.

(b) The agency shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the agency shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. The agency may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations under subsection (5).

(c) This subsection does not apply to a professional service contract for a project the basic construction cost of which is estimated by the agency to be not in excess of the threshold amount provided in s. 287.017 for CATEGORY FIVE or for a planning or study activity when the fee for professional services is not in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO. However, if, in using another procurement process, the majority of the compensation proposed by firms is in excess of the appropriate threshold amount, the agency shall reject all proposals and reinstate the procurement pursuant to this subsection.

(d) Nothing in this act shall be construed to prohibit a continuing contract between a firm and an agency.

(5) COMPETITIVE NEGOTIATION.—

(a) The agency shall negotiate a contract with the most qualified firm for professional services at compensation which the agency determines are fair, competitive, and reasonable. In making such determination, the agency shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in s. 287.017 for CATEGORY FOUR, the agency shall require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and

other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required must contain a provision that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which the agency determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the contract.

(b) Should the agency be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The agency shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the agency must terminate negotiations. The agency shall then undertake negotiations with the third most qualified firm.

(c) Should the agency be unable to negotiate a satisfactory contract with any of the selected firms, the agency shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached.

(6) PROHIBITION AGAINST CONTINGENT FEES.—

(a) Each contract entered into by the agency for professional services must contain a prohibition against contingent fees as follows: “The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper, or professional engineer, as applicable) to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.” For the breach or violation of this provision, the agency shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

(b) Any individual, corporation, partnership, firm, or company, other than a bona fide employee working solely for an architect, professional engineer, or registered land surveyor and mapper, who offers, agrees, or contracts to solicit or secure agency contracts for professional services for any other individual, company, corporation, partnership, or firm and to be paid, or is paid, any fee, commission, percentage, gift, or other consideration contingent upon, or resulting from, the award or the making of a contract for professional services shall, upon conviction in a competent court of this state, be found guilty of a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083.

(c) Any architect, professional engineer, or registered surveyor and mapper, or any group, association, company, corporation, firm, or partnership thereof, who offers to pay, or pays, any fee, commission, percentage, gift, or other consideration contingent upon, or resulting from, the award or making of any agency contract for professional services shall, upon conviction in a state court of competent authority, be found guilty of a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083.

(d) Any agency official who offers to solicit or secure, or solicits or secures, a contract for professional services and to be paid, or is paid, any fee, commission, percentage, gift, or other consideration contingent upon the award or making of such a contract for professional services between the agency and any individual person, company, firm, partnership, or corporation shall, upon conviction by a court of competent authority, be found guilty of a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083.

Each Project Manager or Administrator is responsible to make sure that the City is in compliance with all appropriate state statutes

### **DIRECT PURCHASE PROCEDURE**

The City of Mount Dora is exempt from State of Florida sales tax on materials it purchases. On the basis of this exemption the City can purchase materials and furnish them to Contractor and its Subcontractors thereby reducing the overall cost of the Project. The process used to ensure the responsibility for materials stays with the Subcontractor installing the items while saving the City the amount of sales tax normally included in the price of construction is called the Direct Purchase Procedure.

In general, Contractor's Subcontractors will include the price of all materials including sales tax in each of the unit priced items indicated in the plans and specifications. The Subcontractor will take proposals for the materials from the vendors of Contractor's choice. The vendors will include sales tax in their proposal as if this were a typical commercial purchase and those costs will be included in the bid prices the Subcontractor submits in Contractor's bid. After a Work Authorization with a requisition cost over \$15,000 including the specific items to be purchased is issued to Contractor and the Subcontractor is subsequently awarded by the Contractor, the City will be provided with 1) the name of the vendor, 2) a list of the materials to be purchased, and 3) the delivery schedule for the items.

The Subcontractor and Contractor will also provide any other information or forms that the City would require to issue the purchase order for the material. The City will place the purchase order for the material less the amount of State of Florida sales tax. After the material is delivered, Contractor and the Subcontractor will credit the City for the price of the materials plus the amount of the sales tax which would have normally been paid, from the amounts due for the Work performed.

The City of Mount Dora reserves the right to require Contractor to assign some or all of its subcontractor's bids or agreements for purchase of materials from these suppliers to City of Mount Dora. The Contractor shall Work with the City of Mount Dora to develop a mutually satisfactory Direct Purchase program to allow for such purchases of materials for the Project by the City of Mount Dora.

## **LEGAL ASPECTS OF PROCUREMENT**

This section is to provide the users with information concerning the requirements in the State laws. Below are a partially excerpts from the Florida Statutes 838.22:

1. It is unlawful for a public servant, with corrupt intent to influence or attempt to influence the competitive bidding process undertaken by any state, county, municipal, or special district agency, or any other public entity, for the procurement of commodities or services, to:
  - (a) Disclose material information concerning a bid or other aspects of the competitive bidding process when such information is not publicly disclosed.

- (b) Alter or amend a submitted bid, documents or other materials supporting a submitted bid, or bid results for the purpose of intentionally providing a competitive advantage to any person who submits a bid.
2. It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole-source contract for commodities or services.
  3. It is unlawful for any person to knowingly agree, conspire, combine, or confederate, directly or indirectly, with a public servant to violate subsection (1) or subsection (2).
  4. It is unlawful for any person to knowingly enter into a contract for commodities or services which was secured by a public servant acting in violation of subsection (1) or subsection (2).
  5. Any person who violates this section commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.
  6. Public Entity Crimes Act, Chapter 287.133, Florida Statutes, as amended prohibits the awarding of contracts or allowing the performance of work by any contractor, supplier, subcontractor or consultant with a public entity, where the amount of the transaction is in excess of the threshold of Category Two as defined in Chapter 287.017 for a period of thirty-six (36) months from the date the date of being placed on the convicted vendor list,, This amount is currently \$25,000. All Invitations and Requests for Proposals shall contain a statement informing persons of the provisions of Chapter 287.1333, Paragraph (2) (a).

### **ETHICS AND CONFLICTS OF INTEREST**

Purchasing Professionals and other individuals involved in the purchasing process must have a highly developed dense of ethics to protect their own and their institution's reputation for properly conducting business. To strengthen ethic awareness and to provide guidelines for all individuals involved in the procurement process, the City promotes the following code of ethics:

1. Give first consideration to the objectives and policies of the City and City Council, while striving to obtain the maximum value for each dollar of expenditure.
2. Shall not engage in unscrupulous practices and misrepresentations, recognizing that mutually profitable business relations are based upon honesty and fair dealings.
3. Shall be courteous, considerate, prompt, and businesslike with those whom we deal including employers, employees, vendors and the general public.
4. Grant all competitive suppliers equal consideration insofar as Federal, State and City policy permits.
5. Do not allow political consideration or other outside influences to enter the relationship with vendors or with employees.
6. Will not accept gifts, gratuities, samples or other things of value for personal use from vendors.
7. Shall strive to continually increase competition in vendor selection and shall endeavor to prevent any collusive activities among vendors.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier as far as the established policies of the City permits.

The following provisions shall apply concerning the City's policy for Conflict of Interest. Any violation of these provisions by employee may be grounds for disciplinary action including termination.

1. No contract or requisition for goods or services may be made with any business organization in which:
  - a. Any City Council member, City Manager, department heads or supervisors have any financial interest whatsoever;
  - b. A spouse or child of City Council member, City Manager, department heads or supervisors has an employment relationship or material interest as defined by Section 112.312, Florida Statutes, or,

- c. A City employee has an employment relationship or material interest as defined by Section 112.312, Florida Statutes.
2. No city employee may directly or indirectly purchase or recommend for the purchase of goods or services from any business organization in which their spouse or child has a material interest as defined by Section 112.312, Florida Statutes.
3. City employees or officials may not use bid prices or use the procurement process or receive gifts or any preferential treatment in making personal purchases. A City employee shall not be prohibited from participating in any activity or purchasing program that is publicly offered to all employees or in surplus property sales provided that there is not preferential treatment.

## **ENVIRONMENTALLY RESPONSIBLE PURCHASING**

### **Purpose**

To expand and promote the City's use of environmentally preferable products and services.

### **Departments/Divisions Affected**

All City departments and offices that make purchases of any kind or that contract with others to make purchases.

### **Definitions**

**Environmentally Preferable Product:** A product that has a lesser or reduced negative effect on human health and the environment when compared with competing products that serves the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, recyclable products, recycled products, and reusable products.

**Life Cycle Analysis:** The comprehensive examination of a product's environmental and economic effects throughout its lifetime, including new material extraction, transportation, manufacturing, use, and disposal.

**Practicable:** Satisfactory in performance and available at a fair and reasonable price.

**Recyclable Product:** A product that, after its intended end use, can demonstrably be diverted from the City's solid waste stream for use as a raw material in the manufacture of another product, preferably higher value uses.

**Recycled Product:** A product containing recycled material.

**Reusable Product:** A product, such as a washable food or beverage container or a refillable ballpoint pen, that can be used several times for an intended use before being discarded.

### **Policies**

The City shall acquire its goods and services in a manner that complies with federal, state, and City laws. The City shall promote the use of environmentally preferable products in its acquisition of goods and services. Environmental factors to be considered in selecting products include life cycle analysis of:

- Pollutant releases;
- Waste generation;
- Recycled content;
- Energy consumption;
- Depletion of natural resources; and
- Potential impact on human health and the environment.

City departments shall use, where practicable, reusable products, recycled-content products, and recyclable products.

Recognizing its role as a major purchaser of goods and services, the City shall seek opportunities to enhance markets for environmentally preferable products through employee education; encourage pilot testing of potential new products; adopt innovative product standards, specifications, and contracts; and embark on cooperative ventures with other jurisdictions.

### **Procedures and Responsibilities**

#### **1. Product Standards**

The Purchasing Manager (PM) shall be responsible for:

- Adopting standards that specify minimum recycled content, recyclability, reusability, or other aspects of environmental preferability, consistent with the U.S. Environmental Protection Agency (USEPA) and the State of Florida Standards. In no case shall these standards be less stringent than USEPA standards. In addition, the PM may adopt standards for products that have not been addressed by USEPA or the State of Florida;
- Encouraging pilot testing for environmentally preferable products; and
- Consulting with the appropriate departments regarding technical and performance specifications of products in those situations where a department has specific expertise in the use of a product or the establishment of a product's performance specifications.

## 2. Specifications and Contracts

The Purchasing Manager (PM) shall be responsible for:

- Revising existing procurement policies and specifications to ensure that they include environmentally preferable standards, unless a recycled content or recyclable or reusable product does not meet the established performance standard of a department;
- Considering environmentally preferable factors in evaluating responsiveness of prospective bidders and establishing price preferences, if applicable, in its procurement of goods and services; and
- Utilizing expertise of City staff, through user-groups or other means, to pilot-test environmentally preferable products.

The director of each City department shall require, whenever practicable, its vendors, contractors, and consultants to use recycled-content paper on all documents submitted to the City and to use other environmentally preferable products, as appropriate.

## 3. Education and Technical Assistance

The Purchasing Manager (PM), in conjunction with the City Manager or his designee, shall be responsible for establishing user-friendly tools to disseminate information to City staff about reusable, recycled content, recyclable, and otherwise environmentally preferable products; about vendors and City contracts for such products; and about user groups and other opportunities to test and discuss new products

The Director of each City Department shall be responsible for:

- Ensuring departmental use, where practicable, of environmentally preferable products through training, information dissemination, development of internal procedures, and other means; and
- Ensuring departmental participation in user groups, pilot-testing programs for new products, and other citywide efforts established to implement these policies.

#### 4. Market Enhancement

The Purchasing Manager (PM) shall be responsible for:

- Seeking opportunities to cooperate with other jurisdictions to enhance markets for environmentally preferable products, to obtain favorable prices, and to reduce waste packaging and product by combining purchases/contracting for the same or similar products; and
- Promoting the use of recycled-content products, recyclable products, and other environmentally preferable products to potential vendors to the City by publicizing their availability.

## PROCUREMENT CARD POLICIES AND PROCEDURES

### Introduction

The City of Mount Dora Purchasing Card Program is designed to improve efficiency in processing low dollar value purchases from any vendor that accepts the VISA credit card. Many of our current suppliers, currently being paid by the field purchase order system, will accept the VISA credit card.

This program will allow the cardholder to purchase approved commodities and services directly from our vendors. Each purchasing card is issued to a named individual and the City is clearly indicated on the card as the buyer of goods and services.

The Purchasing Division and Finance Department will monitor the performance of the program during the pilot program period. All questions or concerns should be directed to Purchasing:

### Purpose

The purpose of these policies and procedures is to accomplish the following:

1. To provide an efficient method of purchasing and paying for goods and services not exceeding your limit per purchase.
2. To reduce the use of Field Purchase Orders (FPOs).
3. To ensure purchasing card purchases are in accordance with City ordinances, policies and procedures.
4. To reduce the time spent by Finance processing low dollar transactions.
5. To ensure that the City of Mount Dora bears no legal liability for inappropriate use of purchasing cards.
6. To provide for disciplinary action if the purchasing cards are misused.

The policies and procedures provided herein are minimum standards for Departments. Departments may establish additional controls if necessary.

## How It works

The Purchasing Card system simplifies the procurement/disbursement process. Procurement responsibility is delegated to the ordering department enabling an authorized cardholder to place an order directly with the vendor. The purchasing card program provides enhanced control for all transactions by producing immediate decisions on specific authorization criteria as explained below.

When a purchase authorization is requested by the supplier at the point-of-sale, the VISA Purchasing Card system validates the transaction against pre-set limits established by the employees Department when the card is issued. All transactions are approved or declined (instantaneously) based on the Purchasing Card authorization criteria established. The authorization criteria may be adjusted periodically as needed and may include, but is not limited to, the following:

- \* Number of transactions allowed per day
- \* Number of transactions allowed per month
- \* Single purchase limit (not to exceed amount set by your Supervisor)
- \* Monthly spending limit (not to exceed amount set by your Supervisor)
- \* Approved Merchant Category Codes

The authorization process occurs through the electronic system that supports the Purchasing Card processing services under the *City of Mount Dora* bank agreement with SunTrust Bankcard, N.A.

## Who Does What?

The following is a summation of the responsibilities of the individuals and organizations involved in the Purchasing Card system.

### **Cardholder**

- \* Holds and secures purchasing cards
- \* Orders materials and services
- \* Collects and saves sales receipts with description of the purchase
- \* Matches receipts with monthly card statement
- \* Reviews monthly statements for validity of all transactions
- \* Reviews monthly charges with supervisor

**Department Purchasing Card Representative** (Individual(s) designated by Dept. Head)

- \* Reviews monthly statement with cardholder
- \* Signs the monthly statement authorizing charges
- \* Verifies the appropriateness of cost center codes (i.e. fund / agency/ org. assigned to charges)
- \* Handles disputed items/submits "questioned items" form
- \* Forwards statement and supporting receipts to Accounts Payable

**Department Head**

- \* Requests Purchasing cards for designated employees
- \* Sets Departmental spending limits within established guidelines
- \* Designates supervisors responsible for authorizing charges
- \* Collects and destroys cards from cardholders who terminate employment
- \* Evaluates the need to cancel or reissue cards when employees transfer
- \* Notifies the Card Administrator when cards are not collected from terminated employees

**Purchasing Card Administrator**

- \* Coordinates issuance and cancellation of cards
- \* Coordinates program policy issues
- \* Participates in ongoing program reviews
- \* Participates in resolving billing disputes
- \* Coordinates and maintains internal controls
- \* Maintains Policy and Cardholder guides/manuals
- \* Targets new cardholders and expanded use of card

**Finance Department**

- \* Receives consolidated statement from Purchasing Card issuer
- \* Pays all monthly charges from consolidated statement
- \* Processes accounting data
- \* Files/stores statements, receipts, etc.
- \* Administers 1099 reporting

**Purchasing Division**

- \* Pursues supplier discount opportunities
- \* Evaluates Purchasing Card feedback from suppliers
- \* Handles minority business reporting requirements

## **Internal Auditor**

- \* Conducts periodic operational and compliance audits

## **POLICIES AND PROCEDURES**

### **ASSIGNMENT AND CONTROL OF THE PURCHASING CARD**

#### **1. REQUESTS FOR AND ISSUANCE OF PURCHASING CARDS**

- a) Purchasing cards will be issued to individual employees who frequently purchase goods and services in single purchase amounts of \$250.00 or less. Generally, these will be the employees who, prior to the purchasing card program, often used FPO's.
- b) The Purchasing card will have the employee's name, the City's name and an expiration date. The purchasing card issuing company will not have individual cardholder information other than the cardholder's work address. No credit records, etc. of the cardholder are maintained.
- c) All requests for purchasing cards must be made by the Department Head only.
- d) All requests for new cardholders or for changes to current cardholders will be made by submitting a request form to the Purchasing Card Administrator.
- e) When the Purchasing Card Administrator receives a Purchasing Card from the issuing card company, the cardholder will be required to personally take receipt of the card and sign a certification and receipt form. The cardholder will be given a copy of the purchasing card Policies and Procedures guide and an oral review of the program.
- f) The Purchasing Card Administrator will notify the requesting department and the Finance Department upon the issuance of all purchasing cards.

#### **2. LOST OR STOLEN PURCHASING CARDS**

- a) If a purchasing card is lost or stolen, the cardholder must immediately notify the purchasing card company and the Purchasing Card Administrator of the loss.
- b) The cardholder will be responsible for reporting to the card company and the Purchasing Card Administrator any and all information necessary to minimize the liability to *the City* for a lost or stolen card.

### 3. TERMINATION OR TRANSFER OF CARDHOLDER

- a) When an employee ends his or her employment, the Department Head must collect the purchasing card before the last payroll check will be issued. Once received, the Department must submit the card to the Purchasing Card Administrator for destruction.
- b) If a cardholder transfers to a new position with *the City*, the Department Head who approved the purchasing card must evaluate the need to destroy or reissue the card based on the continued appropriateness of the account numbers associated with the purchasing card and the cardholder's need for a card in their new position.
- c) If the Department is unable to collect the purchasing card when an employee terminates, the Department Head must immediately notify the Purchasing Card Administrator who will ensure that the card is canceled.

### 4. PURCHASING CARD INVENTORY

Periodically, the Purchasing Card Administrator will provide to each department a list from the purchasing card company of purchasing cards issued to its employees. Departments must conduct a physical inventory of purchasing cards and provide a report of the results of the inventory to the Card Administrator.

## LIMITATIONS ON USE OF PURCHASING CARD

### 1. CARDHOLDER USE ONLY

The purchasing card may be used only by the employee whose name is embossed on the card. No other person is authorized to use the card.

### 2. PURCHASES ONLY

The purchasing card is to be used for City authorized purchases only. **The purchasing card is not to be used for any personal transaction.**

### 3. DOLLAR LIMITATIONS

- a) The Department Head approving the assignment of a purchasing card will set two limits for each cardholder. A single purchase limit and a 30-day limit. The maximum limits, single purchase and monthly purchases, shall be at the discretion of the respective Department Head. Requests for spending limit changes must be initiated and authorized by the Department Head.
- b) One purchase may be made of multiple items, but the invoice cannot exceed the threshold set by the Department Head. Payment for purchases shall **not** be split to stay within the single purchase limit.

#### 4. OTHER CONDITIONS

- a) All items purchased over-the-counter must be immediately available. No back ordering is allowed.
- b) All items purchased during one telephone transaction must be delivered in a single delivery. If an item is not immediately available, no back ordering is allowed.
- c) All items purchased by telephone must be delivered by the vendor within the 30-day billing cycle. The order should not be placed without this assurance.

#### 5. PROHIBITED USES OF PURCHASING CARD

The following types of items may not be purchased with a purchasing card, regardless of the dollar amount.

- a) Cash advances
- b) Any purchase over the pre-set individual card limit.
- c) Any personal items
- d) Telephone Calls
- e) Capital Outlays unless approved by the Purchasing Manager, Finance Director or Assistant Finance Director.
- f) Any additional goods or services specifically restricted by the Department/Division.
- g) Vehicle Repairs with approval of the Purchasing Manager
- h) Alcohol or prescription drugs

### **PROCEDURES FOR MAKING AND PAYING FOR PURCHASES**

#### 1. DOCUMENTATION OF OVER-THE-COUNTER PURCHASES

- a) When an over-the-counter purchase is made, the cardholder must obtain the customer's copy of the charge slip and make sure all carbons are destroyed.
- b) The charge slip will be retained either by the cardholder or by a designated person in the cardholder's office until attached to the monthly statement.

#### 2. TELEPHONE ORDERS

When placing a telephone order, the cardholder must confirm that the vendor will charge the purchasing card when shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account.

#### 3. MISSING DOCUMENTATION

If for some reason the cardholder does not have documentation of the transaction to send with the statement, he/she must attach a description of the purchase. Continued

incidents of missing documentation may result in the cancellation of the employee's purchasing card.

#### 4. PAYMENT AND INVOICE PROCEDURES

- a) The purchasing card company will mail an individual billing statement to the cardholder at his/her office and one consolidated statement for all cardholders to the Finance Department. This Statement of Account will list all transactions processed during the previous 30 days. If no purchases were made on the purchasing card during the billing cycle, no Statement of Account will be generated unless adjustments for previously billed transactions have been processed during the cycle.
- b) The cardholder must review the statement and note any errors. Card charge slips/receipts for all items listed on the statement should be attached to the statement with a brief description of the item purchased and the project or work done. Account numbers for each item (or account numbers and total dollar amounts for groups of items) will be written on the statement or on a designated label to be attached to the statement. The statement will then be reviewed and signed by the Department Card Representative designated by the Department Head. By signing the statement, the designated Department Card Representative is certifying that all charges are appropriate and authorized and that all charges are substantiated by attached receipts. Once the Department Card Representative has reviewed and signed all statements for which he/she is responsible for, the statements are forwarded to the Accounts Payable Section of the Finance Division. **All statements shall be forwarded to Finance within five working days after receipt.**

#### DISPUTES

1. If items purchased with the purchasing card are defective, the cardholder must return the item(s) to the vendor for replacement or credit. If the service paid for with a purchasing card is faulty, the vendor must be notified and asked to correct the situation or provide credit. If the vendor refuses to replace or correct the faulty item or service, the purchase will be considered in dispute.
2. A disputed item must be explained with a note on the cardholder's Statement of Account before the statement is forwarded to Finance for payment.
3. It is essential that the time frames and documentation requirements established by the purchasing card issuer be followed to protect the cardholder's rights in

dispute. Dispute policies and procedures issued by the purchasing card issuer will be provided at the time purchasing cards are issued to cardholders.

### **REVIEW OF PURCHASES BY DEPARTMENTS**

1. Because of their knowledge of the job responsibilities and requirements, Department Head and designated Card Representatives are required to review each purchasing card expenditure (item purchased, amount, expenditure description and vendor) to ensure the goods or services were necessary, for official use, and conditions were complied with for the card purchase.
2. When purchases are questioned, the Department Head or their designated Card Representative will be responsible for resolving the issue with the cardholder. If the Department Head cannot be satisfied that the purchase was necessary and for official use, the cardholder must provide either a credit voucher proving the item(s) were returned for credit or a personal check for the full amount of the purchase. Checks must be sent to the Finance Department with an explanation and account number.
3. Serious or repeated misuse of the purchasing card will result in the revocation of the card. Employees incorrectly using their purchasing card will be disciplined by the Department/Division Head on a case-by-case basis.
4. To assist the Departments in their review, management reports will be available from the purchasing card company.