

RESOLUTION 13-08

A RESOLUTION AMENDING PURCHASING PROCEDURES FOR THE
CITY OF WHITE HOUSE, TENNESSEE

WHEREAS, the governing body of this city has established methods to comply with the purchasing laws of the State of Tennessee and to provide for a more formal process for the procurement of equipment, services, and materials for the operation of municipal government,

WHEREAS, such action is required by the Municipal Purchasing Law of 1983, *Tennessee Code Annotated 6-56-301*, et seq., and

WHEREAS, it occasionally becomes necessary to amend policies within the laws provided to allow for more efficiency and smoother transition within current procedures,

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Purchasing Procedures are hereby amended by changing and updating various sections and subsections as detailed in the attachment.

This resolution shall be effective upon passage.

Adopted this 18th day of April 2013.



Michael Arnold, Mayor

ATTEST:



Amanda Brewton, City Recorder

Table of Contents

Foreword.....	1
Purchasing Procedures.....	2
Relations of Other Departments with Purchasing	
Agent.....	4
Purchasing Forms and Methods.....	5
Purchase Requisition.....	5
Requisition Form.....	8
Purchase Orders.....	9
Purchase Order Form.....	10
Departmental Purchase Orders.....	11
Department Purchase Order Form.....	13
Material Receiving Report.....	14
Material Receiving Report Form.....	15
Sealed Bids or Proposals.....	16
Request for Bid Form.....	17
Summary of Bid Form.....	18
Non-Performance Policy.....	23
Delinquent Delivery.....	23
Emergency Purchases.....	24
Petty Cash Policy.....	25
Contractual Purchases.....	26
Items Covered by Warranty or Guarantee.....	26
Signatures.....	26
Trade-Ins.....	26
Sale of Surplus Property.....	26
Inspection and Testing.....	27
<u>Cardholder Responsibility and Purchasing Guidelines.....</u>	<u>27</u>
General Information.....	27
1. Federal Excise Tax	
2. Standardization Requirements	
3. Inspection of Deliveries	
4. Correspondence with Suppliers	
5. Claims	
6. Public Inspection of Records	
7. Designee	
8. Definitions	

PETTY CASH FUND POLICY

Petty cash disbursements are only allowable for legitimate purposes, are not for personal use and must be properly documented. An invoice/receipt, accompanied by a written petty cash voucher, showing the items purchased and signed by the person receiving the cash, is required in each transaction at the time the petty cash is withdrawn. The amount on hand and the petty cash vouchers and related invoices/receipts written must total to the original authorized amount. The Purchasing Coordinator shall be responsible for monitoring the petty cash account and shall "audit" the petty cash account for any discrepancies at least once every other week. This employee shall not make any withdrawals from petty cash. The petty cash account may be used only for withdrawals of less than \$50.00 and the total account balance shall not exceed \$250.00.

This fund should be used only if other purchasing methods are not applicable.

Page 25

SALE OF SURPLUS PROPERTY

When a department head decides there is excess equipment or material in the department, he or she shall notify the Purchasing Agent in writing. After the purchasing agent has received approval from the governing body, such equipment or materials will be sold to the highest bidder on GovDeals.com.

However, the Purchasing Agent may transfer surplus equipment or material from one department to another if deemed beneficial to the City.

**When disposing of any hard drives, need to make sure that the hard drive is wiped clean. If you are unsure of how to wipe the hard drive, please contact our internal IT professional.

Page 26

CARDHOLDER RESPONSIBILITY AND PURCHASING GUIDELINES

It is important to remember that when using a credit card, you are expending taxpayer funds and that all credit card purchases must comply with the personnel policies, including this policy and the Purchasing Policy. Your expenditures are held to the highest degree of trust and accountability.

Cardholder privileges and procedures are contingent upon the following:

You must obtain and preserve ALL receipts. Turn in all receipts to Sharon Jessee, Accounts Payable, so that it may be compared with the credit card statement. Failure to produce legible receipts will be subject to strict scrutiny by the finance department and auditors. **In the event a receipt is lost, you must submit a "missing receipt affidavit" in lieu of the receipt.**

If an employee fails to turn in a receipt, he/she must sign the document set forth on the following page of these policies. Multiple failures to provide receipts may result in disciplinary action.

Page 27

