

Purchasing Policies and Procedures (Administrative Regulations)

SECTION 2: GIFTS, UNAUTHORIZED PURCHASES, AND PURCHASES THAT MAY BE MADE WITHOUT A PO

Date: 03/2012

2-1. Gifts and Special Considerations

- 2-1.1 Employees of the Purchasing Division shall not procure or assist in procuring any materials, supplies or equipment for the personal use of any employee, officer or official of the City.
- 2-1.2 City employees, officers or officials by virtue of position are not entitled to any special consideration from vendors and merchants in their personal affairs nor are they to attempt to procure materials for the personal use of any other person.
- 2-1.3 Persons in the public service shall not accept any gifts, gratuities or favors of any kind which might reasonably be interpreted as an attempt to influence their action or actions with respect to city business, or as a reward for performance of a service rendered in the course of their official duties. As per the conflict of interest code set forth by the Fair Political Practices Commission, "Gift" means anything of value, whether tangible or intangible, for which equal or greater value is not provided. Currently, gifts with an aggregate value of \$50 or more received during a reporting period from a single source must be disclosed. Contact the City Clerk's office for further information and for updates in dollar limits associated with this mandate.

2-2. Unauthorized Purchases

{Pursuant to City Code §22-6&10}

Except for emergencies or other authorized exemptions stated in these Administrative Regulations, no purchase shall be made without an authorized purchase order number.

- 2-2.1 Such purchases are void and not considered an obligation of the City.
- 2-2.2 Invoices without an authorized purchase order number may be returned to the vendor unpaid.
- 2-2.3 Purchase order numbers shall be given to a vendor when ordering goods and services and not "after-the-fact" for work already done or material already ordered.
- 2-2.4 Purchase order numbers shall be provided to a vendor at time of purchase, thereby verifying the purchase is authorized and enabling the vendor to invoice the City and to reference the purchase order number on the invoice.

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2-3. Purchases that may be made without a purchase order

The following items may be purchased without a purchase order, per the Finance Department. Invoice(s) should be submitted stamped "Okay to Pay", the account number to be charged shall be listed on the invoice, and the invoice shall be signed by the department employee approved to make such purchases:

- 2-3.1 Advertisements
- 2-3.2 Application fees
- 2-3.3 Association fees
- 2-3.4 Attorney fees
- 2-3.4 Bank Charges and fees
- 2-3.5 Benefit payments
- 2-3.6 Bond transactions
- 2-3.7 CalCard statements
- 2-3.8 Claims
- 2-3.9 Conferences
- 2-3.10 Council Member fees
- 2-3.11 Council meeting refreshments and supplies
- 2-3.12 Courier / delivery services
- 2-3.13 Court reporting
- 2-3.14 Cylinder demurrage
- 2-3.15 Debt services
- 2-3.16 Easements
- 2-3.17 Emergency purchases (pursuant to chapter 22 section 18 of City Code)
- 2-3.18 Employee reimbursement
- 2-3.19 Employment Agency fees
- 2-3.20 Environmental fees and permits
- 2-3.21 Fees and permits (City, County, State, Federal, other Agency, etc.)
- 2-3.22 Insurance and related fees
- 2-3.23 Legal announcements
- 2-3.24 Medical services
- 2-3.25 Memberships
- 2-3.26 Mileage reimbursements
- 2-3.27 Newspaper, magazine, or trade journal advertisements
- 2-3.28 Notices (legal, invitations to bid, etc.)
- 2-3.29 Payroll
- 2-3.30 Personnel hiring fees
- 2-3.31 Petty cash reimbursements
- 2-3.32 Postage purchases or account replenishments
- 2-3.33 Property rentals
- 2-3.34 Refunds (Business License, Parks & Rec fees, Transient Occupancy Tax, etc.)
- 2-3.35 Seminars
- 2-3.36 Subscriptions to magazines, newspapers, trade journals, periodicals, etc.
- 2-3.37 Tax payments
- 2-3.38 Temporary employment agency fees
- 2-3.39 Title reports and search fees
- 2-3.40 Training fees
- 2.3.41 Travel (Travel/Expense Advances & Reimbursement form required)
- 2.3.42 Utility bills (electricity, gas, sewer, telephones, trash removal, water, etc.)
- 2-3.43 Webinar registration fees
- 2-3.44 Workers' Compensation payments