



BROKEN ARROW

PURCHASING MANUAL

2015

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CITY OF BROKEN ARROW

PURCHASING MANUAL

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I. INTRODUCTION

This purchasing manual will promote and maintain the integrity of the purchasing process and protect Council, staff and vendors involved in the process, by providing clear direction and accountabilities that comply with state statutes and City ordinances.

This purchasing manual provides guidelines and procedures for the City and its Trusts to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service.

An open and honest process shall be maintained that is fair and impartial. City employees involved in the purchasing process should be familiar with, and adhere to, the guidelines set forth in this manual. The cooperation of all employees is essential if the City is to obtain the maximum value for each tax and utility dollar spent. While this manual does not answer all questions related to purchasing, it does provide the foundation for a sound, centralized purchasing system.

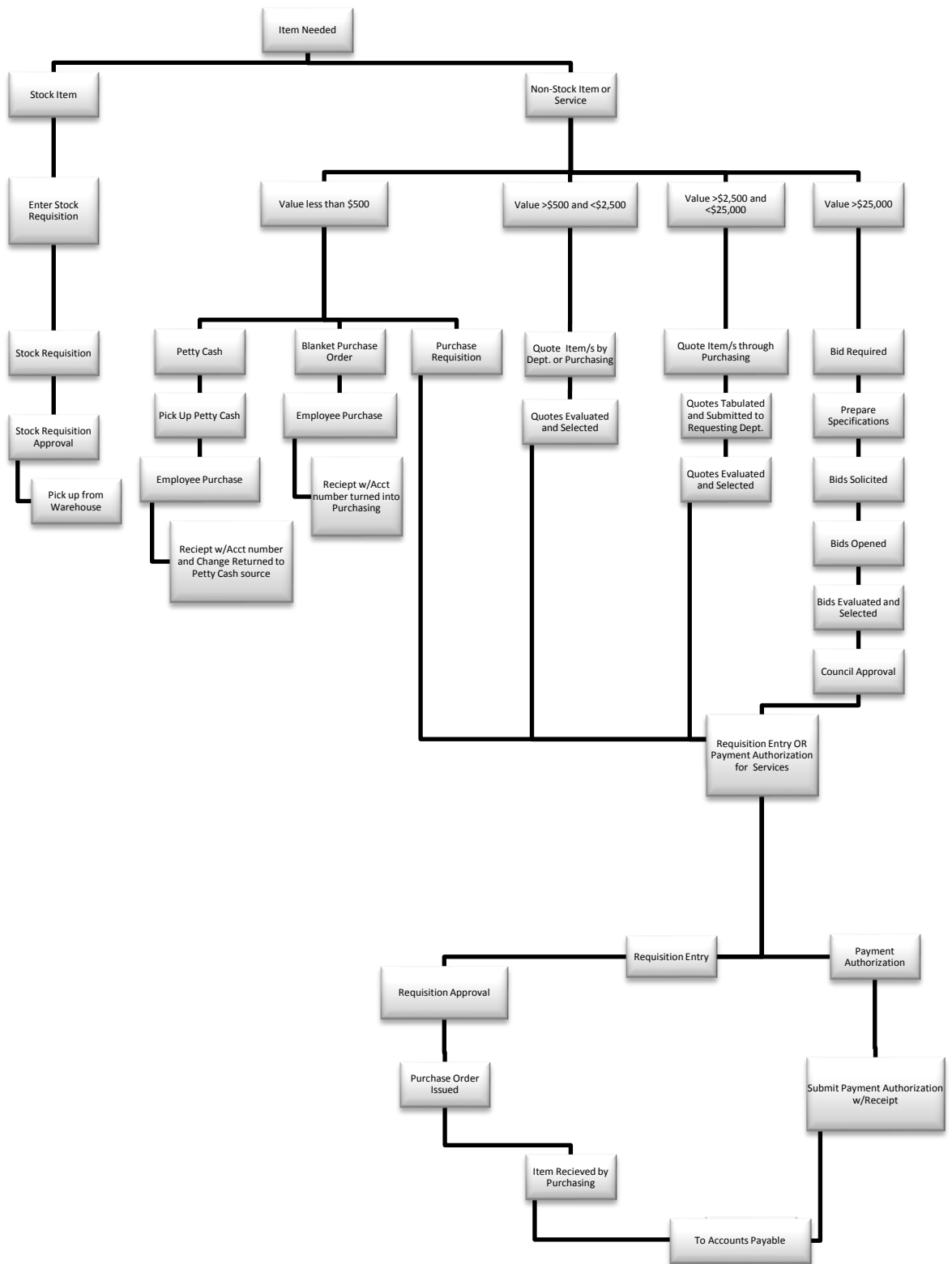
This manual is written in compliance with all Oklahoma Statutes, and local ordinances contained in the Broken Arrow Municipal Code. In the event of a conflict, however, state statute prevails.

Questions arising from the information contained therein may be referred to the Logistics Division for clarification and definition.

Any and all references in this document to the “City” shall be understood to include all funds of the City of Broken Arrow as well as all funds of the Broken Arrow Municipal Authority and the Broken Arrow Economic Development Authority.

Note: This manual does not apply to public construction contracts, which are governed by the Public Competitive Bidding Act. Policies for the bidding and purchasing of construction projects are covered in a separate manual established in the Engineering & Construction Department.

a. Purchasing Procedures Flow Chart:



II. PURCHASING OBJECTIVES

Public purchasing is a public trust. Public employees must discharge their duties impartially so as to assure fair, competitive access to governmental procurement by responsible vendors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City of Broken Arrow's procurement practices.

Objectives

- Purchase for the City of Broken Arrow in accordance with the City's ordinances and in accordance with the Statutes of the State of Oklahoma.
- Procure the necessary quality and quantity of goods and/or services in an efficient, timely and cost-effective manner, while maintaining the controls necessary for a public institution, in accordance with accepted purchasing practices as otherwise specified herein.
- Encourage the most open, competitive purchasing process practicable for the acquisition of goods and/or services with the objective of obtaining maximum possible value while maintaining fair and equitable treatment of vendors.
- Constantly strive for better knowledge of methods and commodities needed.
- Promote the professionalism of the activity of purchasing.
- No contract or purchase shall be divided (known as "ticket splitting") to avoid any requirements of this policy. By stating specific monetary limitations, it is the intent of this policy to prohibit this practice. However, it is expected that unanticipated purchases over the course of any fiscal year may, when taken together, exceed the limitations for a single purchase. To the degree that such purchases are made, that when taken together, exceed the single purchase limitations such purchases shall not be deemed a violation of this policy.

III. PURCHASING RESPONSIBILITIES

The Logistics Division is established in the General Services Department of the City of Broken Arrow. The Logistics Division is headed by the Purchasing Manager. The Purchasing Manager shall be responsible for ensuring that all purchases are made in accordance with these policies, the Broken Arrow Code, and State Law.

This division shall:

- Purchase or contract for all supplies and contractual services needed by the city in accordance with the procedures established by § 2-23 of the Broken Arrow Code;
- Perform all duties required by law for municipal purchases.
- Have charge of general storerooms and warehouses.
- Sell or transfer between departments, agencies and individuals, any surplus, obsolete or unused supplies, materials, and equipment owned by the city.

a. Logistics Division Responsibilities:

- Adhering to the prescribed financial, accounting and purchasing systems.
- Assisting City departments with the development of specifications which allow for open competition.
- Requiring proper substantiation that a purchase can only be from a "sole source" vendor.

- Consolidating purchases of like or common items in order to obtain maximum economical benefits.
- Developing the standardization of goods and services when appropriate.
- Maintaining a site for the receipt of surplus property.
- Arranging for the disposition of surplus property.
- Negotiating with vendors when no vendors have responded to Requests for Quotes or Proposals.
- Shipping, delivery and pickup of requisitioned items.

b. Purchasing Manager Responsibilities:

- Manage the Logistics Division and the Purchasing/Inventory Program.
- Develop purchasing procedures, objectives, programs and policies for the acquisition and/or the negotiation of goods and services.
- To encourage uniform bidding and endeavor to obtain a full and open competition on all purchases and sales.
- To open all sealed bids, be responsible for tabulating all bids, and determining the lowest responsible bidder.
- To enforce written specifications.
- To keep informed of current developments in the field of purchasing, prices, market conditions and new products, and secure for the City the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations having national recognition, and by private businesses and organizations.
- To prescribe and maintain such forms that are reasonably necessary for the City's operation.
- To prepare, adopt and maintain a vendor's file, according to materials utilized, complete with commodity codes and descriptions.
- To explore the possibilities of buying "in bulk" so as to take full advantage of discounts.
- To preserve the integrity of the purchasing system.

c. Logistics Division Buyer Responsibilities:

- Create and issue Purchase Orders in the name of the City of Broken Arrow.
- Understand that Purchase Orders constitute a commitment by the City of Broken Arrow to honor the purchase of goods and services from vendors.
- Understand that no purchases shall be made unless approved in the annual budget or authorized by Council, department head, or City Manager/Assistant City Manager.
- Keep competition open and fair.
- Not take advantage of a vendor's obvious and inadvertent error.
- Adhere to the policies and procedures outlined in this manual.
- Be honest with vendors.
- Remain free of any obligation to a vendor.
- Keep an open mind to new methods, materials, products or delivery of service.
- Make fair adjustments, if needed, with vendor.

IV. WAREHOUSE FUNCTIONS/PROCEDURES

The objective of the City of Broken Arrow Logistics Warehouse is to ensure that an adequate supply of essential items and materials are on hand to meet the demands of City Departments. Additionally, it is tasked with acquiring, storing, securing, inventory accuracy, issue of those items and minimizing costs in investments in inventory.

a. Adding or Changing Stock Items to Warehouse:

The decision of what is stocked in the warehouse is driven by demand and the requirements of City Departments. As space is limited, only essential items should be added to the warehouse as determined by the Department Directors and the Logistics Manager.

When the need arises to add an item, or the need to increase or decrease the quantity of an existing stock item in the warehouse, an inventory item status change form must be filled out by the requesting Department. This form is available upon request from the Logistics Division. This form shall be filled out by the requesting department and approved by the Department Director and submitted to the Logistics Manager. Upon approval, the Logistics Division will take action based on the approved request.

b. Issuing Inventoried Items:

Any department wishing to draw an item from the warehouse shall enter a stock requisition in the PI system under the Issuing/Allocation menu. Once the stock requisition is entered, it must be approved by a person within that department having the authority to approve such requisitions. After being approved, the requisition will be processed by the Logistics Division to be issued and available for pickup at the warehouse. All persons picking up items issued from the warehouse shall be required to sign an issue ticket upon receipt of requisitioned items.

In the case of an emergency or under certain circumstances, the Logistics personnel have the ability to issue inventory directly to the end user, bypassing the stock requisition entry/approval level. If this is necessary, contact the Logistics Division.

c. Receiving Inventoried Items:

All items stocked in the warehouse are purchased by the buyers when the re-order point is reached. Purchase orders are issued for all material stocked in the Logistics warehouse. When the order arrives it is received by Logistics Division Personnel and entered into the PI system thereby updating inventory stock levels. The material is then restocked in its proper location for future issue. All items with limited shelf life are rotated to insure the oldest items are issued first.

d. Restocking Inventory:

When an item is placed in inventory it is assigned a stock number, and given minimum and maximum quantity stock levels. The Logistics division will run an inventory item re-order report daily for the purpose of ensuring all stock items are kept at the proper stocking levels. If the quantity of a stocked item falls below the minimum stock level on a frequent basis the Logistic Division will contact the Department primarily using that item to see if stock levels need to be adjusted. Conversely, if an inventoried item is rarely used, the Department will be asked to determine if stocking that item is necessary. Low use items will be reviewed annually.

e. Annual/Perpetual Inventory Counts:

Inventoried items tie up large amounts of funds. As such, keeping accurate track of inventory is essential to ensure accountability.

Perpetual Inventory--During the first week of each month, a partial inventory count (perpetual inventory) is conducted. Items to be counted are randomly selected by the PI system and during the course of a year all items end up being counted. If the inventory count is found to be incorrect it will be researched to determine why there is a discrepancy.

Annual Inventory—During the last two days of the fiscal year an annual inventory is conducted of all stocked items in the warehouse. The results of this inventory are forwarded to the Finance Department to be reviewed by the auditors.

f. Surplus Inventory:

When the Logistics Division or a Department determines that a stocked item is no longer needed or obsolete, logistics will fill out an inventory item status change form and will then make the item inactive. During this inactive period, logistics will try to return items to vendor to get a full or partial credit. If this is not possible then the items will be declared surplus and disposed of via surplus auction. When item is physically taken off inactive status and removed from inventory.

V. PURCHASES IN GENERAL

Generally all purchases for goods and services will be requisitioned through the Purchasing Inventory (PI) computer program. The purchasing cycle begins with the user department recognizing a need for goods or services. The first step in the purchasing cycle is the preparation of the Purchase Requisition within the PI System. Its preparation is a request for goods or services. A requisition is a formal request to place an order for goods and services. Users wishing to enter requisitions within the PI system must be set up in the system to do so.

All requisitions are subject to an electronic approval process. This typically starts with the Director (or their designee) of the department requisitioning the purchase, followed by the Finance Department. (Requisitions entered for Fleet repairs up to \$1000 are approved by the Fleet Division, followed by the Finance Department). After the approval process is complete, the requisition is processed by the Logistics Buyers to issue a Purchase Order. In certain cases other forms of purchase may be available such as petty cash, credit card, issued check, and payment authorizations. For information on these types of purchase, see section pertaining to that item.

a. Purchasing Guidelines for Purchases less than \$2,500

The City of Broken Arrow Departments shall have the authority to purchase goods and services through the purchasing system up to the value of \$2,500 in the open market without adherence to quotations or to the procedure for formal bids in accordance with the following:

- Departments shall seek to obtain the highest quality goods or services at the best possible price available at the right time and in the right quantities.
- Departments shall seek to acquire goods and/or services required from qualified suppliers in a manner in which promotes fair and equitable vendor relationships.
- All purchases must be carried out in accordance with the limits of approved budgets.

- The Department shall award the purchase to the most responsible vendor whose product or service represents the greatest overall value to the City.
- All requisitions for these purchases will be approved through the normal electronic approval process in the PI system.

b. Purchasing Guidelines for Purchases more than \$2,500 and less than \$25,000

The City of Broken Arrow Departments shall have the authority to purchase goods and services through the purchasing system up to the value of more than \$2,500 and less than \$25,000 in the open market without adherence to the procedure for formal bids in accordance with the following:

- The Department shall prepare a minimum set of specifications or an explanation of services to be provided to the Logistics Division.
- The Logistics Division will obtain at least three (3) written quotations, the results of which shall be analyzed and tabulated prior to the award of purchase by the requesting Department.
- All quotes shall be filed by the Logistics Division for purpose of documentation and future reference.
- Basis of such purchases shall be awarded based on: lowest price, delivery time, and quality.
- Quotations shall be entered into the requisition via the quote section.
- Departments shall seek to obtain the highest quality goods or services at the best possible price available at the right time and in the right quantities.
- Departments shall seek to acquire goods and/or services required from qualified suppliers in a manner in which promotes fair and equitable vendor relationships.
- All purchases must be carried out in accordance with the limits of approved budgets.
- The Department shall award the purchase to the most responsible vendor whose product or service represents the greatest overall value to the City.
- The Department shall have the authority to reject any and all quotes if they determine, in their discretion, that additional solicitation may yield a more desirable result for the City of Broken Arrow.
- Quoting may be waived by purchasing goods, products, or services through vendors with existing contracts to supply those goods on a City wide basis.
- All requisitions for these purchases will be approved through the normal electronic approval process in the PI system.

c. Purchasing Guidelines for Purchases \$25,000 or more

All purchases of whatever nature, except as otherwise directed by the City Council, for labor, service, material, equipment or supplies will be subject to the competitive bidding process for amounts of \$25,000 or more and shall be let, by free and open competitive bidding after advertisement, to the lowest responsible bidder or any other bidder to whom the award would be determined by the City Council to be in the best interest of the City of Broken Arrow.

- All requisitions for these purchases will be approved through the normal electronic approval process in the PI system.
- Bids shall be entered into the requisition via the quote section.
- These purchases will require City Council approval prior to purchase.
- This does not apply to public construction contracts.

d. Purchasing from the State Contract

The City and its Trusts may purchase supplies, materials, equipment or contractual services when purchased at a price not exceeding a price set therefore by the state purchasing agency or any other state agency authorized to regulate prices for things purchased by the state (whether such price is determined by a contract negotiated with a vendor or otherwise); or from purchasing consortiums.

Purchasing from the state contract or other purchasing consortiums eliminates the need for formal competitive bidding.

Due consideration should be given to purchases made from state contracts or purchasing consortiums. Department Directors should be actively involved in the process to ensure that the supplies, materials, equipment or contractual services cannot be acquired at a better price than if bids were let and awarded.

e. Sole Source Purchases

Goods or services can be purchased as a “sole source” under the following conditions:

- If the good or service needed can be supplied by only one vendor who has an exclusive dealership.
- If the good needed is considered to be a “captive” part.
- If the warranty would be voided by purchasing the good from another vendor.
- If the good is a patented product and can only be purchased from the manufacturer itself.
- If a department stipulates that a good or service has to meet unique specifications and/or can only be supplied by a specific vendor, this request has to be fully documented and submitted to the Logistics Division.

Sole source items are items performing a certain function for which no other items are known to exist. With the technology advances in today’s market place there will be on occasion a clearly superior product to perform a function or patents may limit us to a sole source. If it is to the City’s economic advantage to use such a product, it should not be ignored. Justification for specifying such items is extremely important and should be clearly stipulated and documented.

Other instances of sole-source or proprietary purchases are contracts for utility services such as natural gas, electricity, and telephone, which are not subject to competitive bidding, or contracts for the purchase of magazines, books, periodicals and similar articles of an educational or instructional nature. By ordinance, these items are not subject to the competitive bidding requirements, provided, however, that such contracts of \$25,000.00 or more shall be presented to the City Council requesting permission to waive bids, approve, and to enter into a formal contract.

Sole source situations can be minimized by use of performance specifications and requests for proposals. This conveys to the supplier the performance or results needed or desired. It lets the vendor determine how best and most economically he can meet those needs.

f. Performance-based Efficiency Contracts

Performance-based efficiency contracting is a performance-based procurement method and financial mechanism for building renewal whereby utility bill savings that result from the installation of new building systems (reducing energy use) pay for the cost of the building

renewal project. The contract typically provides for "Guaranteed Energy Savings" which includes language that obligates the contractor, a qualified Energy Services Company (ESCO), to pay the difference if at any time the savings fall short of the guarantee.

This can enable the City to obtain long-term energy and cost savings by facilitating prompt incorporation of energy conservation improvements or possibly energy production equipment, or both, in connection with buildings or facilities owned, operated or under the supervision and control of the City.

The performance-based efficiency contracts will be governed by Title 62 Section 318 of the Oklahoma Statutes.

VI. STOCK REQUISITIONS

a. Ordering Items From The Logistics Warehouse

The City of Broken Arrow stocks and maintains a variety of items used by various departments. When an item is needed from the Logistics warehouse, a stock requisition is used to obtain that item/s. A stock requisition is a formal request to remove stock from inventory. Users wishing to enter stock requisitions within the Purchasing Inventory (PI) system must be set up in the system to do so. An authorized person can approve, cancel, or return the stock requisition to the originator for more information. When approving the stock requisition, an authorized person can also verify expense account information and the availability of funds. Warehouse personnel can then issue the items from inventory or return the stock requisition to the sender. PI verifies the accounting information you enter on a stock requisition with the general ledger.

b. Stock Requisition Approval

After you enter a stock requisition, its status becomes "Waiting Department Approval." Authorized people can then approve, return, or cancel the stock requisition. At the department approval level, an authorized person reviews basic stock requisition information, as well as:

- Comments
- Account information
- Additional stock requisition information

Information cannot be added or changed on the stock requisition at the department approval level. Changes can be made only when the stock requisition is entered.

VII. PURCHASE REQUISITIONS

a. Purchases From Vendors

Purchase requisitions, commonly referred to as "requisitions," are used to request items or services not available in the City's warehouse inventory. To request items needed for purchase, a purchase requisition is initiated. Requisitions pass through one or more levels of approval. Buyers then process items from approved requisitions onto purchase orders to approved vendors.

General guidelines:

- When a department needs goods or services a requisition must be completed in the PI system.

- Requisitions generally will be processed on a first come, first serve basis. If requisitions result in purchase orders of less than \$2,500, the buyers will try to process those first.
- Purchase orders cannot be issued until the requesting department's funds have been verified as being available through the requisition approval process.
- Buyers will not substitute goods requested unless the requesting department has approved it.
- If a requesting department needs to amend a purchase order (e.g. change in quantity, size, gauge, color, model, brand, destination, etc.) which has already been issued, it must notify the Logistics Division Buyers who will then make the needed change provided it does not change the cost more than 5%. If the change increases cost more than 5%, the approval to make that change must be received from the Department Director.
- Vendors are allowed to make partial shipments, providing that the delivery time for the balance of the purchase order is completed within a reasonable length of time. If the vendor informs the buyer of this possibility, the buyer should inform the requesting department accordingly.
- All requisitions should include any shipping or delivery charges as part of the price.
- If the vendor insists that the shipping or delivery charges have to be paid by the City, then it needs to be listed as a separate line item on the requisition and the purchase order.

VIII. PETTY CASH PURCHASES

A petty cash fund shall be established to be used for immediate and necessary purchases. It provides an alternative timely, efficient method for the acquisition of small, low priced items necessary to conduct the business of the City for which the use of the standard purchasing process would be neither timely nor cost effective. The amount of the petty cash fund shall be determined by the city manager or a designee, subject to a maximum sum of \$2,000. Portions of this single petty cash fund may be located within various user departments. The Finance Director shall administer the petty cash fund by:

- Providing adequate security and storage of cash and receipts.
- Developing appropriate regulations setting forth the policies and procedures to be followed in the use of petty cash funds.
- Ensuring the adopted policies and procedures set forth are followed.

a. Establishment of Petty Cash Funds

Finance Department Management must authorize the establishment and amount of any petty cash supply requested by user departments. The checking accounts used for petty cash are maintained by the City Manager's office and the Finance Department. No other department shall have a petty cash checking account.

b. Responsibilities

The department head of each department utilizing petty cash shall name one person as primary custodian of the fund and if necessary, a backup custodian. The custodian is responsible for the petty cash funds in his or her possession, the accurate and timely recording of all expenditures and the submission of the request for reimbursement/replenishment of the petty cash supply. The department head is ultimately responsible for the proper use of petty cash. Improper use will result in the removal of the petty cash supply. The decision to remove any petty cash supply shall be made by the Finance Department Management.

c. Petty Cash Transaction Limits

Purchases made from petty cash shall not exceed fifty dollars (\$50.00) except with the advance approval of the City Manager or Finance Department Management. This **does not apply** to the petty cash checking transactions exceeding \$50.00 for the purpose of reimbursing user departments petty cash supplies.

d. Reporting Requirements

The custodian of the petty cash supply shall maintain a record of all expenditures. An expenditure log shall include the date, name of vendor, purpose, appropriate account number, amount and name of the person making the expenditure. The log shall be signed or initialed and dated by the person receiving reimbursement for the expenditure. Receipts for all expenditures shall be attached or accompany the log when submitted for reimbursement/replenishment. Petty cash expenditures shall be reviewed, approved and recorded in the HTE system by the Finance Department.

IX. PURCHASE ORDERS

The City of Broken Arrow provides for the acquisition of goods and services through the use of a purchase order system. A purchase order is an agreement between the City and the seller for the purchase of items or services at an agreed price and delivery date. The purchase order issued by the City is the supplier's authority to ship and charge for the goods/services specified in the order. The purchase order is also the City's commitment to pay for the goods/services specified in the order. Approved requisitions for purchases entered by the various departments are processed by the Buyers in Logistics Division onto purchase orders to approved vendors. Each purchase through the PI (Purchasing Inventory) system has a purchase order number. This number is used to retrieve purchase orders for review.

Information entered on purchase orders created by the Buyers in the Logistics division include:

- Purchase order information, such as purchase order date, type, and buyer name
- Vendor information, such as vendor number, name, and terms
- Quantities of items ordered
- Unit cost of each item ordered
- Inventory information for each item on the purchase order

During the purchase order process, a purchase order is assigned one of the following statuses:

- H = Held from printing
- P = Pending receipts
- 1 = Incomplete
- 2 = Waiting to be printed
- 3 = Awaiting receipt
- 4 = Partially received with no invoice
- 5 = Partially received and invoiced
- 6 = Received and invoiced
- 7 = Received and partially invoiced
- 8 = Complete
- 9 = Canceled

a. Purchase Order Receipt Information

When an order arrives, the Logistics Division checks the order for the correct quantity, item/s, and condition. The order is then received in through the PI system, and the ordering department is notified of the delivery.

Information available through the PI system for a specific purchase order after receipt includes:

- Received by – The name of the person who received the items.
- Received date – The date the items were received.
- Packing slip number – The merchandise list that accompanies the vendor shipment of the purchase order items. When an invoice is processed, accounting personnel can enter a purchase order number and packing slip number to view a list of the items received. This allows them to verify receipt of the items listed on the vendor invoices before they are paid.
- Quantity received – The quantity received for each line item on the purchase order. This serves as authorization for payment for the items.
- Receiving comments – The receiving person can type general comments about the entire receipt such as "Items damaged upon receipt" or for individual line items, such as "Received one extra widget #10001."

In the event an order arrives without documentation, a packing/receiving/delivery ticket a form is filled out to document receipt of the order. This form will be completed & forwarded to Accounts Payable and is attached to the Purchase Order or Requisition.

b. Items not Requiring Purchase Orders

Regular periodic utility bills, payroll, taxes, pension fund payments and periodic insurance payments may be made without first issuing a purchase order.

X. BLANKET PURCHASE ORDERS

- A blanket purchase order is the same as an 'open-ended' purchase order. The Logistics Division issues blanket purchase orders whenever a department is unable to declare a specific quantity of goods or services that it will need throughout the year.
- A blanket purchase covers the estimated amount of purchases from a specific vendor. The vendor generally bills the City on a weekly or a monthly basis for the goods or services provided to a department during that time period covered by the blanket Purchase Order.
- A blanket purchase order is processed just the same as if it were a regular purchase order.
- Departments may request that a blanket PO be issued to a contracted vendor for a specific amount of money within the contract period.

Blanket purchase orders should be used only when a need justifies its use. They are not designed to take care of all purchases. Rather, they should be used to supplement the normal purchasing process for special immediate, undeterminable needs.

Department Directors can request the use of a blanket purchase order by making arrangements with the Logistics Purchasing Manager.

a. Generally blanket purchase orders may be issued when:

- No contract exists for the type of commodity being requested.
- The quantity needed cannot be determined.
- It is not feasible to issue purchase orders for frequent smaller purchases from a specific vendor.
- A condition exists for recurring purchases from a vendor for immediate needs.

b. Some examples of blanket purchase order use include:

- Aggregates, asphalt, concrete supplies
- Building, electrical and fleet maintenance miscellaneous parts and supplies
- Propane, welding/cutting gas supplies
- Pike Pass billing
- Pool, treatment plant chemicals
- First aid supplies
- Sod and topsoil supplies

IMPORTANT: Under no circumstances should a blanket PO be issued to a non-contract holding vendor which can be purchased from a contract-holding vendor.

c. Making purchases under a blanket purchase order.

- In order to control purchases, each department should identify and authorize which employees may purchase items from a vendor with a blanket purchase.
- When an employee purchases an item from a vendor a receipt must be issued by the vendor, signed by the employee. A copy must be given to the employee.
- If the employee's signature is not readable, the employee shall also print their name on the receipt.
- All receipts shall be reviewed and initialed by their respective supervisor.
- The supervisor shall ensure at a minimum that the department name and the proper account number is written on the receipt. It should also include the following if applicable:
 1. Project number
 2. Fleet equipment, reference, job, job order and fleet cost charge code
 3. Work order number
 4. Any other billing information that may be needed to properly identify the charge
- Receipts must be turned into the Logistics Division no later than the start of the next business day. (See note below)

Note: It is very important that all receipts for purchases made under a blanket purchase order be turned in promptly. Accounting for each and every purchase is necessary to make proper payments to the vendor on time.

d. A blanket purchase order may be removed if:

- Receipts cannot be turned in on time.
- Abuse of blanket purchase order by using it to avoid the use of the normal purchasing procedure.
- A need no longer exists to maintain a blanket purchase order for a vendor.

- The Logistics Division Manager, working with the Department Directors, will review all blanket purchase orders semi-annually to determine which blanket orders should be continued.

XI. CREDIT CARD PURCHASES

a. General

It is the policy of the City to offer purchasing cards to the City Council and Trustees of the City's Authorities, City Manager, Assistant City Manager, Department Directors and other employees as approved by their Department Director for use in conducting City business. Permitted uses shall include travel, registrations and purchases when such use is in the best interest of the City. The purchase card shall be used as described under the "Card User Responsibilities" section of this policy.

b. Purchasing Card Management

Purchasing cards shall be administered and managed by the Purchase Card Manager in the Finance Department under the direction of the Finance Director. The Purchase Card Manager will be responsible for procurement and cancellation of cards, setting the proper credit limits as defined below and administration of this policy.

c. Approval for Purchase Card

Purchasing cards will be provided for all personnel identified above and additional departmental personnel when requested by the Department Director. Requests in writing or by e-mail with an explanation as to the need for the card for the individual should be directed to the Finance Director who will determine if the card shall be issued. A decision to deny the card will be communicated in writing or e-mail to the requesting Department Director and may be appealed to the Assistant City Manager or City Manager.

Purchase cards may be issued for an ongoing basis or a temporary time frame based on the request by the Department Director. An example of a temporary card would be a card issued for an employee assigned to an on out-of-town business trip for an extended period of time which is not in the normal course of business, or an employee in a temporary assignment for which a purchase card is required.

The Department Director will promptly secure and notify the Purchase Card Manager of any card which is no longer needed by an employee in that department. The card shall be forwarded to the Purchase Card Manager who shall promptly deactivate and destroy the card.

d. Credit Limits

Credit limits for purchase cards will be up to Five Thousand Dollars (\$5,000) for the City Council and Trustees, City Manager and Assistant City Manager and Two Thousand Five Hundred Dollars (\$2,500) for Department Directors.

Initial credit limits for all other personnel shall be determined on the basis of need as requested by the Department Director and approved by the Finance Director. These limits may be adjusted if needed for specified time periods. In no instance shall this limit exceed \$2,500 without the express approval of the Finance Director, Assistant City Manager or City Manager.

e. Cardholder Responsibilities

Cardholders are required to properly account for and report the use of their purchase card on a monthly basis. The report shall be in a format prescribed by the Finance Department Purchase Card Manager and approved by the Finance Director. Reports must be signed and dated by the Cardholder and **detailed receipts** must be attached to support the charge ticket.

Users are expected to use these cards with the highest sense of ethics. The following rules apply to users of purchase cards:

- Cardholders must keep cards and card number/s secured.
- Purchase cards shall not be used for personal business.
- Purchase cards shall not be used to avoid following the City's purchasing rules.
- Purchase cards shall be used **only** by the Cardholder.
- The Cardholder shall only purchase for accounts within his Department's budget, **except for the Logistics Division and Information Services which may make purchases on behalf of other departments within their available budgets.** Information Services, however, must advise the affected Department by memo or email and receive authorization from that Department Director or designee prior to initiating the purchase. Authorization copies must be attached to the Cardholder's monthly report of transactions.
- No cash back may be received for purchase card credit transactions. All credits must be processed through the purchasing card.
- All transaction discrepancies and lost purchasing cards shall be immediately reported to the Finance Department's Purchase Card Manager.

Improper use of purchasing cards will result in revocation of one's card and may result in other disciplinary action.

XII. PAYMENT AUTHORIZATIONS

The purchase order system shall be used for most purchases. However, some services provided to the City do not require purchase orders. To authorize payment of these services, a payment authorization form is used. Payment authorizations are usually used for something that cannot be tangibly received in. If you can physically count or receive an item, the purchase order system should be used.

Items/Services for which a payment authorization may be used, include, but are not limited to:

- Utility Bills
- Professional Services
- Technical Services
- Short Term contract payments
- Progress payments on approved contracts not utilizing a purchase order
- Expense reimbursements

Questions regarding the appropriate uses payment authorizations should be directed to the Finance Department.

When an invoice is received for which a payment authorization is to be used, the invoice shall be paper clipped to the back of a completed payment authorization form and sent to Accounts Payable in the Finance Department.

Note: As with all purchases, timely payment to our vendors is important. When an invoice is received it is important to submit the payment authorization in a prompt manner. The cut-off for an item to be on the Claims List is 5:00 PM on the Monday of the week preceding a City Council meeting.

a. Offline Checks

Offline checks are manual checks that do not go through the normal approval process for payment.

Offline checks are the exception rather than the rule and will only be given with the express approval of the Finance Department.

b. Filling Out the Payment Authorization Form

The following information shall be filled out on the payment authorization form:

Vendor's Name/Number—Enter the vendor's name and Number (if known) for which payment is to be made.

Description/Justification—Enter a brief description of what the payment is for.

Expense Account—Enter the account for which the invoice is to be charged to.

Project—Enter the project number if applicable.

Amount—Enter the cost to be charged to the account.

Initiated By—Enter the name and title of person filling out form.

Approved by—Signature of Department Head/designee approving purchase.

Return Check—If a check is requested to be delivered to the department check yes and use colored paper for the Payment Authorization.

The remaining information on form will be filled out by the Finance Department:

Expense Accounts Verified by—Name of person verifying expense accounts

Approved for Inclusion on Claims List—Finance Director/designee

Check Number—Number of check issued

Check Date—Date of check

Total Check Amount—Amount check was written for

XIII. REQUEST FOR QUOTES

A quote is a term for an informal bid or solicitation. Quotes are sometimes called a "Request for Quotations" or RFQ.

The goal of quoting is to:

- Ensure adequate, fair, and open competition
- Give all bidders an opportunity to bid
- Invite bidders to offer their best products and services

All such purchases shall be awarded to the lowest quote received meeting specifications with respect to the following:

1. Design and durability of goods
2. Ability to provide the goods or services requested
3. Ability to deliver goods or services within time specified
4. Experience level in providing the goods or services
5. Past quality of service to the City of Broken Arrow
6. Ability to provide future service to the goods ordered

An RFQ is generally used for:

- Smaller purchases of quantifiable or describable items or services
- Items or services in which there are no formal time or date requirements
- No bond requirements
- No sealed bid requirements

a. Requests for Proposals

Sometimes quotes or bids are used to secure services or solutions that do not have specification. These types of quotes/bids are sometimes called a “Request for Proposal” or RFP.

An RFP is generally used for:

- Goods or services designed for an award based upon criteria other than price alone
- For hard to quantify or describe items or services because it allows the vendor to suggest the item or service that might best suit the City’s needs

An RFP should clearly spell out the results you want to achieve with the item or service.

An RFP that will be \$25,000 or more must follow the formal bidding procedures.

b. Obtaining Quotes

- Quotes are not required for purchases which are less than \$2,500.
- For purchases between \$2,500 and \$25,000 the Logistics Division shall obtain the quotes and attempt to obtain a minimum of three quotes.
- For written quotes a standardized quote form shall be used and is available from the Logistics Division.
- The Solicitation Guidelines should be used in preparing quotes.
- Logistics personnel will assist you in preparing RFQ’s and RFP’s if requested.
- Buyers generally try to send out quotes within 2 working days of the receipt of a requisition requiring quotes and usually allow a vendor up to five (5) working days to respond to a quote. However, if an emergency exists, that timeframe can be reduced.
- Responses to the quotes/proposals shall be reviewed by the buyer and the requesting department to determine the most advantageous bid.
- Quotations shall be entered into the requisition via the quote section.

XIV. BIDS

FORMAL BIDDING PROCEDURES

Except as otherwise directed by the City Council, for labor, service, or work, or for professional services and public construction contracts, all Purchase Orders or Contracts of whatever nature for the purchase, lease or sale of personal property, material, equipment, supplies, or services will be subject to the formal competitive bidding process for amounts of twenty five thousand dollars (\$25,000) or more and shall be let, by free and open competitive bidding after advertisement, to the lowest responsible bidder, or any other bidder to whom the award would be determined by the City Council to be in the best interest of the City of Broken Arrow.

a. Formal Sealed Bid Procedure

The **formal bid** process is required for any purchase of goods and services which cost \$25,000 or more. These bids are submitted as sealed bids. All bids will be made equally and uniformly known by the City to all prospective bidders and the public through advertisement in a newspaper of general circulation and will be published for two consecutive weekly issues. The first publication will be at least 20 day prior to the date set for the bid opening. Our due date is always set on a Tuesday by 3:30 P.M. The bids are then opened the following Wednesday at 10:30 A.M. at City Hall Council Chambers.

For bids that are estimated to exceed \$50,000 notice will also be published in a trade or construction publication.

Note: These particular days may have to be rescheduled to other days whenever City Hall is closed due to observance of national holidays and the holidays fall on a Tuesday or a Wednesday.

Note: The bid number is preceded by the current fiscal year (e.g. FY 08-09 would see the bid listed as 09-000).

b. Bid Request Procedure:

1. When a Department is ready to purchase goods or services through the bid process, the Logistics Manager should be notified. The Logistics Manager will work with the Finance Department to verify that funds have been appropriated and available prior to bid letting.
2. The Department shall provide the technical specifications for the equipment or service to the Logistics Manager. For vehicles and equipment specifications, the department shall contact the Fleet Maintenance Division. The departments shall provide Fleet with vehicle/equipment performance requirements so specifications can be developed.
3. Departments should use the Solicitation Guidelines in preparing bid specifications.
4. A bid packet is prepared by the Logistics Division, assigned a bid number and is placed into the bid file. Then a copy of the bid packet is sent to the requesting department.
5. After the bid packet has been approved or modified by the requesting department, it is then returned to the Logistics Division, an invitation to bid notice is sent to each vendor from the bidders list and an advertisement is placed in Bid News and a local

newspaper.

6. After the bids are received, the bids are opened at the appointed place and time.
7. The opened bids are sent to the department requesting the bid.
8. The requesting department then reviews the bids and submits any comments or exceptions taken to the bids and returns all bids to the Logistics Division.
9. The recommendation to award the bid is then submitted by the Department to the City Council agenda for approval.
10. After the award of bid is approved by the City Council, the Department will notify the Logistics Division. A requisition is entered for the purchase by the Logistics Division. After going through the normal requisition approval process, the buyers will issue a purchase order.

Exception. If the bid requires a contract to be written rather than a purchase order issued, the contract is sent to the Legal Department for review. If the bid requires the submission of a bond and/or a certificate of insurance, it must be reviewed and approved by the Legal Department as well.

A copy of the approved contract should be included in the agenda item. The original contract (three copies, one for City Clerk, one for Vendor, one for Department) must be left with the City Clerk's office for signing by a City Official after Council Approval. It is recommended to have the vendor sign the contracts prior to approval by Council. After the contract has been executed by both the City and the vendor, the City Clerk's office will retain one original for filing. The other two copies will be picked up by the department. A copy of the contract should be sent to the Logistics Division to be filed with bid file. If contract has not been previously signed by vendor prior to Council approval, the contract must then be picked up by the Department to get contracts signed by vendor and then return one original to the City Clerk's office for filing.

c. Content of Bid Packets

The bid packets are assembled by the Logistics Division. The Logistics Manager is responsible for including all necessary general instructions, requirements and special provisions that may apply.

All bid packets shall, at a minimum, contain the following information:

- General provisions for invitation to bid
- Bid specifications
- Proposal Sheet
- Terms and Signature Sheet
- Bid Affidavit
- Interest (Non-Collusion) Affidavit
- Statement of No Interest

d. Solicitation Guidelines

Any solicitation must disclose to the prospective bidders all of the provisions which will become part of the contract/purchase. This will ensure that the successful bidder is fully aware of what is expected by the City in fulfillment of the contract/purchase. The bidders must be made fully aware of all terms and conditions, because it will have a significant bearing on the price being quoted to the City.

In order to provide all of the provisions, the buyers must insist that the requesting department provides all specific information with respect to the goods or services being requested:

- Specific details on size, gauge, color, model, options, capacities, quantities, quality, brand, etc.
- Indication if the bid can be quoted on an 'all or part' basis.
- Delivery date required, delivery location.
- What special skills, experience, and/or certifications if any, are required.
- If generic or alternate commodities will be acceptable, packaging requirements.
- Indication that partial shipments will be accepted with the balance due within a specified time period.
- Indication what specified percentage will be accepted as a payable overrun.
- Any provision that allow the City to increase or decrease estimated usage.
- Any special bonding and/or insurance requirements.
- Any discount terms expected.
- If renewal options are acceptable.
- Conditions which would result in cancellation or non-renewal of contract.
- Name of person and telephone number for bidders to call if clarification of provisions is needed.

Exception: Some information should not be disclosed to prospective bidders:

- The requesting department's estimates of cost(s).
- The requesting department's available funds.
- The names of other bidders and their quotes prior to the bid opening date.

e. Bid Award

The bid is awarded to the lowest responsible bidder meeting specifications. The award shall be made within 30 days after the opening of bids unless the City by formal recorded action and for good cause may extend the award no more than 15 days. In order to determine the lowest secure bidder, in addition to the price quoted, the Department will also evaluate the vendor's:

- a) The ability, capacity and skill of the bidder to perform the contract or provide the goods or service required;
- b) Whether the bidder can perform the contract or provide the goods or service promptly, or within time specified, without delay or interference;
- c) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- d) The quality of performance of previous contracts, goods or services;
- e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f) The sufficiency of the financial resources and ability of the bidder to perform the contract, provide the goods or service;
- g) The quality, availability and adaptability of the supplies or services to the particular use required;
- h) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;

- i) The ability of the bidder to provide maintenance, performance of warranties, guaranties, the proximity to the city of the bidder with reference to providing maintenance, warranty or service;
- j) Whether the bidder can perform the maintenance, warranty or service to the equipment, locally or otherwise; and
- k) Whether the bidder owns or operates a business within the corporate city limits of the City of Broken Arrow.

If a request for bid stipulates that "the City reserves the right to award the bid per item to the lowest bidders", the buyers may make multiple awards; providing that by doing so, the City will realize a greater savings than if only awarded to the overall low bidder.

f. Bid Rejection

A bid will be rejected if it does not conform to the bid provisions. In the event the rejected bid is the lowest price, it cannot be considered a low bid nor should it not be used in the evaluation process.

If it is found that acceptance of all bids would not be in the best interest of the City, the bids may be rejected. Rejections of bids on contracts over \$25,000 shall be the exclusive responsibility of the City Council.

The Purchasing Manager, with the approval of the Finance Director and City Manager, shall have the authority to reject the bid of a contractor/vendor who is in default on the payment of taxes, license fees or other monies due the City of Broken Arrow, or in default on a current contract with the City for services, equipment, supplies or labor.

Other than stated above, bids should be awarded to the lowest responsible bidder or to any other bidder the City Council determines to be in the best interest of the City of Broken Arrow.

g. Exceptions to Bid Rejection:

If the bidder discovers that they failed to: **(a)** sign the Sealed Bid form, **(b)** complete the proposal sheet, **(c)** complete and attach the Interest Affidavit, and/or **(d)** attach the Bid Bond (if so required), the buyer shall give the bidder the opportunity to sign and/or submit the uncompleted documents by 3:30 P.M. of the day before the bid opening.

If a bidder has satisfied all of the "essential" provisions, but some information was not submitted as requested (e.g. catalogs, brochures, business status, place of business, etc.) such can be construed as being minor irregularities which can be waived at the time of the bid opening, if it is to the best interest of the City.

Important Information About Bid Rejections. Each situation should be carefully considered based on the unique circumstances involved and whether or not it might be subject to criticism by the other bidders or establish an unwise precedent for future situations. The prudent policy to follow is to confer with the Legal Department as to what should be done in each case that occurs.

h. Openings

Most bid openings for goods and services are held at the City Council Chambers, 220 S. First St., Broken Arrow, OK. 74012. If not held in the Council Chambers, the bid documents & publications will identify the location.

All bid openings are open to the public and interested parties. The bids are read aloud and recorded. The Bid Proposal, once opened and read publicly, cannot be altered or revised. After the meeting, the bids are tabulated with the results forwarded to the respective departments to review. The public is allowed to review the tabulations if so requested.

If the lowest bid submitted meets all specifications and the requesting department concurs that the vendor has and can meet all specifications, an award recommendation is then presented to City Council for approval.

i. Delayed/Extended Bid Opening Date:

An extension of time may be granted for the opening of bids upon publication in at least one newspaper stating that the bid opening date has been extended. The time of the bid extension shall not be less than seven (7) days after publication. Notice of the bid opening extension shall also be mailed to all bidders of record, i.e.; those holding copies of the specifications.

j. Tie Bids

If a tie bid occurs between a local vendor and a vendor outside of the City, and the bid price and quality are all equal, the bid shall be awarded to the local vendor. If a tie bid occurs between two local vendors or two vendors outside the City, and the bid price and quality are all equal, the bid shall be awarded to the vendor with the best past performance with the City.

k. Award to Other Than Low Bidder

In the event it is determined to award a bid to other than the lowest bidder meeting specifications, the department should document the reasons in their bid evaluation to be included on the agenda item submitted to the City Council for approval.

l. Amendments

If solicitations for bids or proposals are carefully prepared, there should be very few occurrences when amending a solicitation is needed. However, when an amendment is needed (e.g. an error in the provisions is discovered or incorrect wording is found in the text, or something has occurred that changes the original requirements), the following steps are required:

- The buyers should immediately advise all the bidders, who received the original requests for bids or proposals, of the need for an amendment which can be done orally or by FAX followed with the amendment confirmed in writing.
- If possible, the amendments should be done on the original document; however if this is not possible, it should be submitted to the bidders in the same format and each change be prepared on a separate sheet which can be inserted to replace that of the original document; OR, submit the changes in the same format and under the title of the affected section of the document.
- The original due date for response to the bid or proposal may be extended for a reasonable length of time, usually one week, to allow the bidders time to consider any

additional costs that might occur from the changes and modify their responses accordingly.

m. Discussions with Prospective Bidders

Bidders seeking clarification or additional information on requests for bids or proposals should obtain that information from the buyer handling that particular solicitation - not from the requesting department. If the buyer cannot answer the request, the buyer will contact the department for this information and reply back to bidder/s. This helps to ensure that each bidder will be informed of any information made available to another bidder. If a buyer furnishes any requested information to a bidder which was not covered in the request, the buyer should likewise notify all the other bidders of what was released. This ensures that each bidder was given equal opportunity and information to submit their bid.

n. Modifications or Withdrawal

- A bidder may request, in writing, the acceptance of a modification to its bid prior to the date and time of the bid opening. The bidder must be instructed to clearly mark the sealed envelope that it is a modification to the specific bid involved. The modification shall be attached to the bidder's original bid and shall not be opened until the bid opening.
- A bidder may request, in writing, the withdrawal of its bid prior to the date and time of the bid opening without penalty or forfeiture of its bid bond - if one was required.

o. Advertising

An advertisement for the solicitation of bids is typically performed by the Logistics Division. Advertisements must contain the following information:

- The goods or services to be bought.
- The due date and location to submit the bid.
- Time and place where bid plans and/or specifications can be obtained.
- Time and place for the bid opening.
- Telephone and/or FAX numbers to get additional bid information.
- Any substantial bonding and/or insurance requirements.
- A statement that the City has the right to reject any and all bids based upon established criteria.

p. Late bids

Bids received after the due date and times are late and will not be considered. Any bid received after the time set for bid opening, shall be returned unopened to the bidder.

q. No Bids

In the event no timely bid is received after bid notices have been published, the City may direct the Department or Purchasing Manager to negotiate a contract with a prospective vendor up to budgeted amount. The supplies or services shall be as specified in the initial bid documents and shall be executed within six months after the date initially set for opening of bids. All other approval processes will still apply and be followed according to this policy.

r. Alternate Bids

Alternate bids can be accepted if all the bidders were given the same opportunity to submit alternate bids as well. The alternate bids must be a close substitute and perform similarly to the original items requested. The requesting department must agree to the substitution before the purchase order or contract is issued.

s. Mistakes in Bids

Mistakes which are due to obvious clerical errors (i.e. an error in unit price extension, arithmetic error in total bid compilation, error in unit designation, decimal point incorrectly placed, etc.) may be corrected by the Logistics Division during the bid compilation process with the **approval of the bidder**. Other errors should be referred to the Legal department with a request for advice. Appropriate documentation should be included with the request.

XV. EMERGENCY PURCHASES

In case of an emergency affecting the public health and safety, the City Manager or other City personnel in accordance with authorizations issued by the City Manager, may authorize a vendor to perform any and all work necessary to resolve such emergency without public advertisement. Documentation of the emergency and the need for immediate action shall be presented to the City Manager by the Department Director prior to such authorization and be ratified by the City Council where the cost exceeds \$25,000.00, as provided by the Broken Arrow Municipal Code & State Statute.

Such documentation shall include a complete description of the materials and equipment required and the estimated costs to be incurred. A full report of the circumstances surrounding the emergency purchase shall be filed with the City Council and shall be entered into the minutes.

XVI. CONTRACTS IN GENERAL

Contracts should be in writing and include the following:

- Description of goods or services to be provided
- Cost of the goods or services
- Stipulation of any bond and/or insurance requirements
- Reviewed and approved by Legal Department if non-routine or non-recurring
- Signed by the vendor
- Signed by Mayor, City Manager, the Assistant City Manager, or the Chair of the Trust
- Department Directors may sign contracts that do not exceed \$5,000.00, so long as sufficient funds are appropriated.

Contracts may include a mutual renewal clause of up to four (4) annual renewal options.

- Contracts (initial or renewal) can be issued for only a one (1) year period of time and only if sufficient funds are appropriated.
- All contracts are between a vendor and the City or Trust. Occasionally a contract will indicate that it is issued for and in behalf of a specific department due to the unique nature of the goods or services requested. In any case, other departments may make purchases from any City contract.

XVII. SURPLUS DISPOSAL

a. The Receipt and Disposition of City Property Deemed as Being Surplus

It is the responsibility of all Department Directors to identify surplus fixed assets and non-fixed assets. Surplus property is considered to be City property which is:

- Too expensive to maintain
- Obsolete
- No longer repairable
- Badly worn
- Aesthetically unattractive for public use
- Too many on hand
- Not operational
- Unsafe to use

All Departments shall submit the SURPLUS PROPERTY DISPOSAL form identifying pertinent information that is needed to conduct further disposition actions to the Logistics Manager.

The Purchasing Manager is authorized to transfer usable surplus materials to another department requesting such materials.

- The Logistics department is essentially responsible for the receiving and storage of property which has been declared as surplus by the City departments due to the property being obsolete, too costly to repair, worn out, damaged, no longer needed or used, or was scheduled for replacement.
- The surplus operation may set aside a small quantity of property, when available, which is still in relatively good condition and can be re-utilized by other City departments. Examples include chairs, desks, tables, file/storage cabinets, chalkboards, marking boards, electric typewriters, calculators, PC equipment, etc. The City realizes more of a benefit from re-utilization than it would from sale at its surplus auctions.
- Any department that is needing property may look over the surplus property and request transfer of same to its inventory.

The Logistics division will be responsible for the following:

- Marking of the sale items
- Arranging the surplus property for sale
- Advertising in the local newspaper
- Making arrangements for the orderly release and verification of purchases of each buyer

If the estimated aggregate value of the surplus materials, supplies or equipment is \$15,000.00 or less, the Purchasing Manager is authorized, upon approval by the City Manager, to sell the materials, supplies or equipment to the highest responsible bidder.

If the estimated value of the surplus materials, supplies, or equipment is in excess of fifteen thousand dollars \$15,000.00, the Purchasing Manager is authorized, upon approval by the City Council, to advertise for bids to the general public for award to the highest responsible bidder following the formal bid procedures; or, order a public auction to sell the surplus materials to the highest bidder.

XVIII. JOINT OR COOPERATIVE PURCHASING

The Purchasing Manager shall investigate all possibilities of cooperating in a joint purchasing program with other government entities in order to obtain lower prices through volume purchases. All purchases made in cooperation with any other governmental unit must be made within the rules and guidelines established by the Broken Arrow Code.

In a joint or cooperative purchasing arrangement, two or more government entities buy under the same contract or agreement. From a practical viewpoint, usually the largest participating jurisdiction is the focal point for purposes of contract administration. Cooperative purchasing also tends to aid and encourage the development, manufacture and distribution of new or modified products which would not be commercially available.

XIX. PROHIBITED ACTS OR CONDITIONS

Any Purchase Order or Contract, in which the Purchasing Manager or any employee of the City is financially interested, directly or indirectly, shall be void. The Purchasing Manager and every other employee of the City are expressly prohibited from accepting, directly or indirectly, from any person to which any Purchase Order or Contract is, or might be awarded, any rebate, gift, money or anything of value whatsoever, except where given for the use and benefit of the city or in compliance with the Broken Arrow Code. The use of the Logistics Division for personal gain shall be grounds for immediate dismissal and for appropriate legal action against such acts.

XX. THE PURCHASING/INVENTORY (PI) ENTRY INSTRUCTIONS

a. Stock Requisition Entry Information

Enter a stock requisition for items needed from inventory. Besides entering basic information about the items needed, the following can be entered on a stock requisition:

Stock requisition number – PI automatically assigns stock requisition numbers. This number is used to select existing stock requisitions. PI also uses this number when items on a stock requisition are issued from inventory.

Note: PI uses the same numbering system for stock requisitions and purchase requisitions.

Stock requisition comments – Two different types of comments can be added when working with a stock requisition. Comments about the stock requisition can be added. For example, a comment about who to contact for more information about the stock requisition. Details about the items on the stock requisition can also be provided. These comments should be directed to the person at the next approval level.

Note: Comments do not transfer to the stock requisition issue ticket after the stock requisition is approved. Comments to the stock requisition issue ticket can be added. These comments can be helpful to the person issuing the items from inventory, or they can be helpful to the person receiving the items.

Example: A box of envelopes is issued to Jim. Specific details can be entered on the issue ticket about when Jim will pick up the envelopes.

Accounting information – When a stock requisition is entered in the PI system, the following accounting information should be entered:

- The expenditure account number charged for items on the stock requisition
- Project numbers associated with the stock requisition

After the expenditure account and project numbers are entered, the following can be viewed for each account entered:

- Complete account descriptions
- Dollar amount budgeted for the account numbers entered
- Encumbered amount
- Total expenditures to date for the account numbers entered
- **Note:** This does not include the expenditure for the current stock requisition.
- Balance of the account

Additional requisition item information – The following additional information about each item can be indicated:

Note: This is required for Fleet purchases:

- Expenditure account number for each item on the stock requisition
- Project number
- Fleet Management (FM) equipment number
- FM reference number
- FM repair control number
- FM job order
- Fleet actual expense account number
- FM manual job order number

b. How to Create a Stock Requisition

Follow these steps to order items from stocked inventory:

1. On the **Purchasing/Inventory Main Menu**, select **Issuing/Allocation Menu**. Then select **Stock requisition entry**.
2. Use the **Add** function.
3. Complete the following fields:
 - Number, by, date – Type the name of the person who is requesting the stocked item.
 - Reason – Indicate the reason you are requisitioning a stocked item.
 - **Example:** "Clamp to fix water line."
 - Ship to location – Indicate the location where the item is to be shipped.
 - Expense account – Indicate the account number to be charged for the item requisitioned.
 - Project – Indicate the project number for which the items are requested, if applicable.
 - Deliver by date – Type the date by which you need the stocked item.
 - Work order/job order -- Type the work order and job order that pertains to this work request.
4. Complete the following fields for each item you requested:
 - Bldg – Indicate the building where the item is stocked.
 - Com Sub Item (stock number) **or** Reference Number/Description

- Type the stock number for the item, which is made up of the commodity number, sub-commodity number, and item number, Click **OK** or press **Enter**.

Result: PI inserts the item on the requisition and displays the Reference Number/Description, unit of measure, and quantity on hand. In some cases PI may display a list of items. If so, select the item wanted.

- **OR** if the commodity number is unknown, sub-commodity number, and item number.
- Type the noun of the item requested under Reference Number/Description, Click **OK** or press **Enter**.

Result: PI displays Inventory Item Cross Reference Search. Find and select the item and Click **OK** or press **Enter**. PI inserts the item on the requisition and displays the stock number, Reference Number/Description, unit of measure, and quantity on hand.

- Quantity Requested – Indicate how many of the item you need.

5. Click **OK** or press **Enter**.

6. Do you want to add more items?

- **If yes:** Repeat steps 3-6.
- **If no:** Click **OK** or press **Enter**.

7. View the account information. Then click **OK** or press **Enter**.

Result: PI adds your stock requisition to the list.

Note: If using the **Exit** function prior to seeing the Account Information screen or while on the Account Information screen, the stock requisition will have a status of "Rejected/Returned." The entire requisition must be entered if it is to move to the next level.

8. Do you want to create another stock requisition?

- **If yes:** Repeat steps 2-8.
- **If no:** Press **Field Exit**.

9. Use the **Exit** function.

c. Item Inquiry

Follow these steps to look for stocked items:

1. On the **Purchasing/Inventory Main Menu**, select **Inquiry Menu**. Then select **Item Inquiry**.
2. Use the **Subset** function.
3. Complete the following fields:

- Partial item description – Type the all or part of the description of the item being requested.

OR

- Reference – Type the noun of the item requested.

OR

- Vendor Part #--Type the part number of the item requested.

4. Click **OK** or press **Enter**.

Result: PI displays all items containing the information you typed.

5. Find the item, select the item

6. Click **OK** or press **Enter**.

Result: PI displays all information about the selected stock item.

d. Requisition Entry Information

The following information should be entered to create a requisition for items that are not stocked in your inventory:

- Basic requisition and item information
 - Type of requisition (purchase or contract requisitions)
 - Reason for the requisition
 - Vendor information, if available
 - Ship-to information
 - Contract number, if applicable
 - Deliver-by date
- Requisition and item comments
- Item numbers
- Accounting information
- Quotes for line items or
- Quotes for an entire requisition

The following information for each item added to a requisition may be entered:

- Item description
- Item number, if the item is in the item description file
- Quantity
- Order unit of measure
- Unit cost
- Ship-to address
- Vendor part number, if applicable

Fleet Management (FM) must enter the following additional information about each item:

- Cost code
- Equipment number
- Reference number
- Job order number
- Job number

PI verifies entries for the above information with FM.

Work Orders/Facility Management (WF) has the option to enter the work order number and job order number for each item. PI verifies entries for this information with WF.

e. Requisition Comments and Item Description

Two different types of comments can be added when entering a requisition:

- Requisition comments
Example: A comment explaining who can be contacted for more information.
- Line item description
Example: A comment to a requisition line item explaining the model number and special features of the item being requested.

Requisition comments are directed to the person processing the requisition. Requisition comments do not transfer to the purchase order when the requisition is processed by a buyer. Item descriptions display directly under the item listed on the requisition. When an approving authority or buyer selects a requisition, PI displays a message if the requisition contains comments.

f. How to Create a Purchase Requisition

Follow these steps to enter a requisition for items requested for purchase.

1. On the **Purchasing/Inventory Main Menu**, select **Purchasing/Receiving Menu**. Then select **Requisition entry**.
2. Use the **Add** function.
3. Complete these fields:
 - Type – Indicate whether it is a purchase requisition or contract requisition.
 - Reason – Indicate why the requested items are needed.
 - By – Type the name of the person who is requesting the items.
 - Date – If the date of the requisition is today's date, leave the preset date that displays in this field. If another date is needed for the requisition, type over the current date that displays.
 - Vendor number – Type the number assigned to the vendor from which you want to purchase the items. If the vendor number is unknown, the vendor name can be typed in the **Name** field. If the entire name of the vendor is unknown, a partial name can be typed and then indicate **Begins with** or **Contains** in the **Search type** field.
 - Contract number – When entering a contract requisition, indicate the vendor's contract number in this field.
 - Ship to – Indicate the location to which the purchased items should be sent.
 - Deliver by date – Type the date by which the items are needed.
4. Click **OK** or press **Enter**.
5. Do you want to add requisition quotes or comments?
 - **If yes:** Use the **Comments** function.
 - **If no:** Proceed to step 8.

6. On the blank lines that display, type comments about the requisition you are entering.
7. Click **OK** or press **Enter**.
8. Click **OK** or press **Enter**.
9. Use the **Add item** function.
10. Complete these fields for the items added.

Note: An account and project number can be added on this screen or on the Account Information screen after adding line items. Use functions to add fleet information, work order information, or item comments.

- Item description – Type a description of the item being added to the requisition.
- Vendor part # – If possible, type the part number that the vendor assigned to the item you are adding.
- Ship to – PI presets the same location indicated on the purchase requisition. However, if the item is to be sent to another location, indicate the correct location code in this field.
- Quantity – Indicate how many of the items are needed.
- Order UOM – Indicate the unit of measure in which the item can be purchased.
Example: barrel, dozen, or box
- Unit cost – Type the cost for one unit of the item being added.
- Account # – Indicate the expense account to be charged for the purchase of the item.
- Project – Indicate the project to be charged for the purchase of the item.

11. Click **OK** or press **Enter**.

Result: PI validates the information.

12. Click **OK** or press **Enter**.

Result: PI saves the information and clears the fields for the next item to be added.

13. Do you want to add another item?

- **If yes:** Repeat steps 10-12.
- **If no:** Use the **Cancel** function.

14. Click **OK** or press **Enter** twice.

15. Type the following for each account number to be added.

- Line# – Type the line item number or leave this field blank to use the account for all items.
- Expense acct – Indicate the general ledger account to be charged for the item.
- Project – Indicate the project, if any, to which the item is allocated.
- Percent – Type the percentage of the item cost to be charged to the account.
Note: This is a percentage of the total amount to be charged if the **Line#** field is blank.
- Amount – Type the amount to be charged to the account.

Note: Type either the percentage or the amount to be charged to each line item. *Do not type a value in both the **Percent** field and the **Amount** field.*

Example: To use a single account number for all items on the requisition, type **100** in the **Percent** field and leave the **Amount** field blank.

16. Did you leave the **Line#** fields blank?

- **If yes:** Use the **Global distribution** function.
- **If no:** Click **OK** or press **Enter**.

Result: PI:

- Numbers each line (for global distribution)
- Distributes the cost to each account number
- Extends and totals the cost

17. Click **OK** or press **Enter**.

18. Review the account balance:

- **Is the account over budget?** Use the appropriate function to either override the budget and approve the requisition or cancel the requisition.
- **Is the purchase within the budget?** Click **OK** or press **Enter**.

Result: PI accepts the cost distribution to the displayed account. If the requisition has multiple accounts, PI displays the next account balance detail.

19. Use the **Exit** function.

g. How to Approve Requisitions

Follow these steps to approve a requisition.

Note: Before requisitions can be approved, your user ID must be identified in the user additional security file as having approval authority. A supervisor should be contacted regarding questions about approval authority.

1. On the **Purchasing/Inventory Main Menu**, select **Purchasing/Receiving Menu**. Then select **Requisition approval**.
2. Select the requisition to be approved.
3. Did you set up the optional line item approval?
 - **If yes:** Select the individual line item you wish to approve.
 - **If no:** Proceed to step 3.

4. Use the **Approve** function.

Result: PI changes the status of the requisition to "Waiting next level approval" or "Ready for buyer processing," depending on the approval levels your organization set up.

Note: If the requisition is not to be approved at this time, click **OK** or press **Enter**. The requisition will stay in the "Waiting next level approval" status.

5. Use the **Exit** function.

XXI. FORMS

a. Example Purchase Order



PURCHASE ORDER
 City of Broken Arrow
 P.O. BOX 610
 BROKEN ARROW, OK 74013-0610

PURCHASE ORDER NO. 069311
--

DATE: 9/27/2010

VENDOR PHONE: (207)377-2626
VENDOR FAX: (207)377-2629
VENDOR #: 6634
VENDOR ADDRESS: FILTER BELTS, INC.
 12 WINADA DRIVE
 WINTHROP, ME 04364

SHIP TO: PURCHASING WAREHOUSE
 1700 WEST DETROIT
 BROKEN ARROW, OK 74012

Our P.O. # MUST Appear on ALL Invoices, Packages and Correspondence

DELIVER BY	REQUISITION #	REQUISITION DATE	CONFIRMED BY
10/05/2010	0000111093	09/24/2010	
FOB	ACCOUNT NUMBER		AUTHORIZED BY
	02054104356045		PAUL VLERICK
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE	UNIT COST
			EXTENDED COST

1	1.00 / EA	SENSOR SWITCH	268.4000	268.40
---	-----------	---------------	----------	--------

TOTAL APPROVED PURCHASE AMOUNT	\$268.40
---------------------------------------	-----------------

I hereby certify that the amount of this encumbrance has been entered against the designated appropriation account and that this encumbrance is within the unencumbered available balance of said appropriation

SEND INVOICE TO: CITY OF BROKEN ARROW Accounts Payable P.O. Box 610 Broken Arrow, Okla. 74013-0610

AUTHORIZED SIGNATURE _____
 DATE ENCUMBERED _____ CLERK _____


I hereby certify that the merchandise and/or services described above have been satisfactorily received and that the purchase order is now a true and just debt of the City of Broken Arrow. The purchase order is therefore approved for consideration for payment by the City Council in compliance with 62 O.S. §310.

DATE RECEIVED _____ RECIEVED BY _____

TERMS AND CONDITIONS:


- 1) Invoices to be rendered in duplicate. ATTN: Accounts Payable Department.
- 2) No back orders accepted. No payment to be made until order is complete.
- 3) No substitutions of material described will be accepted without prior approval.
- 4) The City of Broken Arrow is exempt from payment of Oklahoma Sales Tax and Federal Excise Tax by State Statute 0568, Article 13, Section 1305, Para. 1.
- 5) Deliveries acknowledged subject to inspection by purchaser.
- 6) It is agreed that purchaser shall be entitled to any and all cash discounts allowed by seller if payment is made within 30 days after receipt of invoice.


b. Example of Receipt Turned in for a Petty Cash Purchase




FRONTIER INTERNATIONAL TRUCKS

For Parts Toll Free 1 - 800 - 722-2397
FRONTIER INTERNATIONAL TRUCKS, INC.
 1023 No. Garnett Rd. - P.O. Box 3666
 TULSA, OKLAHOMA 74102-3666
 918 - 438 - 0100







Cummins




CATERPILLAR




OTTAWA




FLEETRITE



Allison



MITSUBISHI FUSO



IDELEASE
NO REFUND WITHOUT THIS INVOICE

NO RETURN ON ELECTRICAL OR SPECIAL ORDER PARTS.
 15% HANDLING CHARGE ON ALL RETURNED PARTS.
 NO PARTS RETURNABLE AFTER 10 DAYS.
 Care must be returned within 30 days to receive refund.

TERMS: NET 30 DAYS
 ALL ACCOUNTS DUE AND PAYABLE IN
 TULSA, TULSA COUNTY, OKLA.

THIS ONLY WARRANTY APPLIES TO THE PARTS AND TRUCKS WHICH MAY BE CITED BY THE MANUFACTURER. THE SELLER DISCLAIMS ALL OTHER WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSES. THE SELLER SHALL NOT BE LIABLE FOR DAMAGES OF ANY KIND, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM THE USE OF THIS PARTS AND/OR SERVICE. THIS WARRANTY IS VOID WHERE PROHIBITED BY LAW. THIS WARRANTY IS VOID WHERE PROHIBITED BY LAW. THIS WARRANTY IS VOID WHERE PROHIBITED BY LAW.

DATE ENTERED	YOUR CHIT/ID NO.	DATE SHIPPED	TYPE OF PART	INVOICE NUMBER	
27 AUG 09	ZAMMERLA	31 AUG 09	31 AUG 09	774837	14:57

ACCOUNT NO. 11585
 CITY OF BROKEN ARROW
 PO BOX 61C
 BROKEN ARROW, OK 74013

SHIP VIA: SLRM, BL NO, TERMS, F.O.B. POINT
 CASH, TULSA, OK

QTY	PART NO.	DESCRIPTION	LIST	NET	AMOUNT
17.04	98-5230	LIGHT	17.04	12.78	12.78

INTERNATIONAL PARTS AND SERVICE
 SCHEDULE VEHICLE PM OR REPAIR TODAY
 EASTERN OKLAHOMA PARTS/SERVICE SOURCE
 !!!!THANK YOU FOR YOUR BUSINESS!!!!
 ****FRONTIER SALES/SERVICE/PARTS****

PARTS	12.78
SUBLET	
FREIGHT	0.00
SALES TAX	0.00
TOTAL	12.78

DELIVERY COPY

Account number -----
 Project number-----
 (if applicable)

Fleet Work Order information-----
 (if applicable)

c. Example of Receipt Turned in for a Blanket Purchase Order-Fleet

Fleet ticket turned in on blanket PO

Control No. **4802646**

NAPA NAPA BROKEN ARROW
 215 E. KENDISHA Y DCR Y
 Ref by _____ Ver by _____
 Broken Arrow 74012

8000020045288042

Remit to: Genuine Parts
 PO BOX 848033
 DALLAS, TX 75284-8033
 BY: *John Doe*
 X

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

ACCT. NO.	SOLD TO		DATE	INVOICE NO.	STORE NO.	EMP	SR
	06080 CITY OF BROKEN ARROW 26 200 MUNICIPAL CENTER		3/26/09	529804	102004	2	40
(22) BROKEN ARROW, OK 74012-0000			TIME	PURCHASE ORDER NO.	ATTENTION		
			14:48	62795			
QUANTITY	PART NUMBER	LINE	DESCRIPTION	PRICE	NET	TOTAL	CODE
3.00	1060	FIL	OIL FIL	10.970	3.190	9.57	T1R
1.00	1N-3130	ANE	NEW ALTER	308.120	173.200	173.20	T1
SUB TOTAL		MISC.		TAX		TOTAL	
182.77		0.00		0.000		182.77	

R-9506
 E-694
 JO-74583
 J-1
 CC-P

Fleet information (does not require account number)

Printed name
 If signature is unreadable

d. Example of Receipt Turned in for a Blanket Purchase Order-General



LOWE'S HOME CENTERS, INC.
1900 EAST HILLSIDE DRIVE
BROKEN ARROW, OK 74012
(918)355-4926

-SALE-

SALES #: S1536GB1 228466 03-25-09
TE#: 153600050 City of Broken Arrow

23821 3/4"X5' TYPE L COPPER PIP 12.33
23505 1.70Z TINNING PLUMBING FL 2.48

SUBTOTAL: 14.81
TAX: 0.00
INVOICE 01343 TOTAL: 14.81

BALANCE DUE: 14.81

LAR: 14.81

LAR XXXXXXXXXXXX3164 000499

LAR PO: BLANKET

ACCOUNT NAME: CITY OF BROKEN ARROW

AUTH BUYER: BLANKET PO

Project Number if applicable
Account number to be charged to

→ 053031
→ 058-3001-421-7015

AMOUNT: 14.81

ACCOUNT WILL BE BILLED UPON MERCHANDISE
RECEIPT OR NO LATER THAN 60 DAYS FROM
TRANSACTION DATE FOR STOCK MERCHANDISE
AND NO LATER THAN 90 DAYS FROM TRANSACTION
DATE FOR SOS OR DIRECT DELIVERY MERCHANDISE.

Printed name if signature is un-readable

→ John Doe

1536 TERMINAL: 01 03/25/09 14:25:50

OF ITEMS PURCHASED: 2
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU
FOR SHOPPING LOWE'S

RECEIPT REQUIRED FOR CASH REFUND.
CHECK PURCHASE REFUNDS REQUIRE
15 DAY WAIT PERIOD FOR CASH BACK.
STORE MGR: KEITH KUNZE

HAVE A COMMENT OR FEEDBACK? LET US KNOW AT:
WWW.LOWES.COM/FEEDBACK
STORE CODE: 15360-32509-01343

e. Missing Packing/Receiving/Delivery Form

PACKING / RECEIVING / DELIVERY SLIP

DATE _____

**CITY PERSONNEL TO COMPLETE
WITH TICKET RECEIVED WITH
GOODS. ATTACH TO REQ OR PO**

RECEIVED FROM _____

ADDRESS: _____

CITY & STATE: _____

CARRIER NAME: (CHECK ONE)

___ UPS

___ SHIPPER'S TRUCK

___ PARCEL POST

___ EXPRESS MAIL

___ TRUCK

___ AIR EXPRESS

___ RAIL

___ OTHER

ITEM	QUANTITY	DESCRIPTION

OUR PURCHASE ORDER #	SHIPMENT ___ COMPLETE RECEIVED ___ PARTIAL	NUMBER OF CARTONS:
-------------------------	---	--------------------

ALL CARTONS RECEIVED OK _____ CARTONS RECEIVED DAMAGED _____

RECEIVED BY : _____

This receiving slip is to be completed & forwarded to Accounts Payable if packing slip does not accompany order.

f. Finance Payment Authorization Form

ENCUMBRANCE/PAYMENT AUTHORIZATION FORM

I hereby authorize the payment of the following services/items for which funds are budgeted in the accounts indicated. I believe this to be a true and accurate record of the owed.

VENDOR NAME: Vendor

DESCRIPTION/JUSTIFICATION: Description

EXPENSE ACCOUNT	PROJECT	AMOUNT
<u>Account</u>	<u>Project#</u>	<u>Amount</u>
<u>Account</u>	<u>Project#</u>	<u>Amount</u>
<u>Account</u>	<u>Project#</u>	<u>Amount</u>
<u>Account</u>	<u>Project#</u>	<u>Amount</u>

TOTAL **\$Total**

Initiated By:

Name & Title

Date

Approved By:

DIVISION/DEPARTMENT HEAD

Date

Expense Accounts Verified By:

NAME

Date

Approved for Inclusion on Claims List By:

FINANCE DIRECTOR

Date

RETURN CHECK TO REQUESTING DEPARTMENT YES ___ NO ___

TO BE COMPLETED BY FINANCE DEPARTMENT

CHECK NUMBER _____ **CHECK DATE** _____ **TOTAL CHECK AMOUNT**

g. Quote Form



LOGISTICS DIVISION
 1700 W. Detroit, Broken Arrow, OK 74012
 Office (918) 259-7367 Fax (918) 259-8376

Quote # _____

Date Due: _____

Date Issued: _____

QUOTE

Time Due: 4:00 P.M.

Fax or deliver your quote by the time & date due or your quote will not be considered for award. Quotes must be submitted on this form or they will not be considered for award.

All items must be quoted FOB – 1700 W. Detroit, Broken Arrow, OK 74012					
	Qty	Unit	Description	Unit Price	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Do **NOT** include sales tax, Broken Arrow is tax exempt

Shipping

Comments: _____

GRAND TOTAL

Bidders should direct questions to: _____ at the above number

Important Notice: The City reserves the right to reject any or all parts thereof, and accept the quote most advantageous to the City. The City reserves the right to accept by item, groups of items or all items.

Bidder must complete the following section:

Quote is valid for _____ days

Name of Bidder: _____

Address: _____
Street City State Zip

Telephone # _____

Fax # _____

Signature of Bidder's Authorized Representative Date

h. Surplus Property Disposal Form

SURPLUS OR OBSOLETE ITEMS FORM	
DATE _____	SURPLUS _____
OBSOLETE _____	
Is this a Fixed Asset? Yes _____ No _____	
If it is a fixed asset please note the tag number and asset number if known.	
ASSET NUMBER _____	TAG NUMBER _____
DEPARTMENT _____	
UNIT NUMBER (IF APPLICABLE) _____	
DESCRIPTION _____	
VIN/SERIAL NUMBER _____	
CURRENT LOCATION _____	
DISPOSAL TYPE (CHECK ONE)	
SCRAP _____	SELL _____
AUCTION _____	DONATE _____
OTHER (EXPLAIN) _____	
PERSON SUBMITTING THIS FORM _____	
PHONE NUMBER _____	
DEPARTMENT HEAD SIGNATURE _____	
PLEASE FORWARD THIS FORM TO LOGISTICS DIVISION WITH SURPLUSSED ITEM.	
DISPOSAL INFORMATION TO BE COMPLETED BY LOGISTICS	
SOLD TO _____	
PICKED UP BY _____	DATE _____
SOLD THROUGH _____	
AMOUNT RECEIVED _____	
COMMENTS _____	

i. Inventory Item Status Change Form

INVENTORY ITEM STATUS CHANGE REQUEST

REQUEST TO:

CHECK ALL THAT APPLY:

ADD NEW ITEM _____

CHANGE/SET MIN/MAX _____

CHANGE ITEM DESCRIPTION _____

ACTIVE/INACTIVE STATUS _____

INVENTORY ITEM STOCK# _____

BIN LOCATION _____

EXPLAIN REQUEST _____

DATE _____

SIGNED _____

(MANAGER OR ACTING MANAGER)

ITEM NUMBER IF NEW TO STOCK _____

DATE CHANGES MADE _____

CHANGES MADE BY LOGISTICS BUYER _____

COMMENTS BY BUYER _____
