

**City of Beavercreek**  
**Administrative Memorandum No. 28**

Original Policy: 1/15/2015  
Last Revised: 12/1/2023  
Next Review: 12/1/2026

**SUBJECT: PURCHASING POLICY**

**SUPERSEDES:** Resolution 07-02 Effective Date 8-21-07 Repealed 5-28-2019

**INDEX**

Purpose and Objective .....	1
Scope of Authority .....	2
Definitions .....	2
Processes and Procedures	
Purchasing Responsibilities .....	3
Purchasing Guidelines .....	3
Purchasing Thresholds .....	4
Petty Cash Transactions .....	4
Tax Exempt Status .....	4
Request for Payment of Invoices .....	4
Purchase Order .....	5
Purchases Exempt from Purchase Order .....	5
Guidelines for Purchases Less than \$50,000 .....	6
Guidelines for Purchases \$50,000 or Greater .....	6
Local Bidders Credit .....	7
Contracts .....	8
State/County/Municipal/Cooperative Bids & Contracts .....	9
Blanket Purchase Orders .....	9
Single or Sole Source Purchases .....	10
Emergency Purchases .....	10
Purchasing Cards .....	10
Vendors .....	10
Receiving Goods and Services .....	11
Attachments	
Exhibit A – Vendor Information Form	
Exhibit B – Mileage and Other Reimbursements	

**PURPOSE/OBJECTIVE:**

The City of Beavercreek considers the expenditure of funds a significant responsibility. The City requires that all persons involved with the purchase of equipment, materials, supplies, and services on the City's behalf exercise good sound judgment when spending taxpayer's money.

These procedures are designed to establish an orderly, uniform method of purchasing goods and services. As public servants, we are committed to purchasing goods and services at the lowest possible cost without compromising quality. The City encourages competition and endeavors to obtain as full and open competition as reasonably practical on all purchases. These procedures apply to the procurement of materials, supplies, equipment and services other than construction services and professional services.

The City strives to maintain strong and enduring relationships with vendors of proven ability who work hard to meet our needs. To accomplish this, our purchasing activities will be conducted so that vendors will value our business and make every effort to meet our requirements of quality, service and price.

Employees must not become obligated to any supplier and will not enter into any city transactions from which they may personally benefit. Therefore, the acceptance of gifts, discounts, or payment of any type of entertainment by a vendor is strictly prohibited.

This policy has been adopted by the City and provides for standardized purchasing procedures city wide. A working knowledge of this policy will result in the efficient acquisition of goods and services by those responsible for this important function.

#### **SCOPE OF AUTHORITY:**

City Council is responsible for the expenditure of all city funds and for adopting city ordinances governing the purchases of equipment, materials, supplies and services for the city. The City Manager (CM) is required to formulate purchasing policies and procedures that comply with applicable Federal and State law, the City Charter, city ordinance and overall city policy.

While City Council has legal authority to execute all purchases of materials, supplies, services and equipment, they may and have delegated the purchasing function to the CM who in turn may delegate the responsibility to his designee. Per City Charter [6.02(11)], the CM will “be responsible for supervising the purchasing functions of the City”. The current policy of the city is to maintain a decentralized purchasing process, which shall be monitored by the CM.

Each Department Director and/or authorized division supervisor within this decentralized purchasing function shall be responsible for the function of procurement of suitable materials, supplies, equipment and services for their Department, except as otherwise noted.

In all cases, processing Purchase Orders (PO) and invoices, will be channeled through the Finance Department so that transactions are properly approved and recorded into the accounting system. The accounting system and associated internal controls have been established to ensure that only authorized individuals have the ability to initiate and approve transactions.

#### **DEFINITIONS:**

*Bid/Request for Proposal (RFP)* – Are written descriptions of goods, materials, services or supplies to be purchased. Good bid specifications should be drawn as narrowly as possible while leaving room for acceptable competition. Proprietary specifications should only be used as a guideline and should not require the use of a sole source. It is of utmost importance that invitations to bid and bid specifications be made available to the public.

*Consultant - Professional Services* - A consultant is an independent contractor that by experience, training and education, performs specialized activities on a discrete, non-recurring basis over a limited time or pre-established term. The consultant delivers or provides advice, recommendations, reports, analysis, evaluations, audit, survey or other products of cognitive processes or expert professional services. Consultants include, but are not limited to, an attorney, architect, accountant, public relations advisor, physician, engineer, surveyor, appraiser, planning consultant, etc.

*Cooperative Purchasing*- The process where the city joins with state, county, or other public agencies in cooperative purchasing agreements when the best interest of the city would be served.

*Local Bidder*- An individual or business entity whose principal place of business is located within the corporation limits of the City of Beavercreek or Beavercreek Township as registered with the Secretary of State of Ohio.

**Purchase Order**- An order placed by a Department for the purchase of commodities and/or services which is electronically generated which when accepted by the vendor becomes a contract. The Purchase Order is the vendor's authority to deliver and invoice the City for goods and services specified and the City's commitment to accept the goods and services for an agreed upon price.

**Sealed Bids**- A procedure in which specifications and evaluation criteria are written and disseminated to potential vendors and made available to the public through an invitation or solicitation for bid. Sealed bidding requires the date, time and place for the opening of the bids be included in the solicitation and made generally available to the public. Sealed bids should be opened in front of witnesses and should be contained in sealed envelopes clearly marked "sealed bid". When received, the bids should be date stamped to ensure compliance with the due date and time.

**Shall** – is always mandatory and not merely a directive.

**State Contract Purchases**- The process of utilizing the state procurement process to obtain state bidding prices for commodities or services. Purchases made on the state contract are not subject to any additional city bid processes.

**Vendor**- As used in this memorandum, is synonymous with contractor, subcontractor, or bidder. It means any individual, firm, partnership, corporation, joint venture, or other entity which is currently or potentially a contractor for the provisions of services, materials, equipment or supplies for the City of Beavercreek.

## **PROCESSES AND PROCEDURES:**

### **Responsibilities:**

1. The CM is responsible for supervising city purchasing functions. The CM has developed appropriate policies and procedures and delegated these responsibilities as set forth in this policy.
2. The Department Directors are responsible for compliance with the Purchasing Policy.
3. The Financial Administrative Services Director (FASD) has the purchasing and payment oversight responsibility. The FASD will issue no Purchase Order nor approve any contract until it has been certified that sufficient money has been lawfully appropriated for such purpose and it is in the treasury or in process of collection to the credit of the appropriation funds free from encumbrances.
4. Purchase of capital items, other than those projects specifically budgeted, require prior approval of the CM or his designee.
5. Requests for use of contractual or temporary employees require prior approval of the CM or designee.
6. The FASD shall notify the CM of any significant and/or repeated violations of these procedures.

### **Guidelines:**

The majority of the city's expenditures have been approved as part of the annual budget passed by City Council for the current fiscal year. Unless there is an emergency (i.e. broken machinery), it is essential that Departments anticipate their needs far enough in advance to allow ample time for requests to process through the system.

1. Vendor Selection – Before selecting a supplier, you will need to determine if your preferred vendor has done business with the City before. A list of current vendors is available in Civic (Accounts Payable module – Vendor Inquiry) or the department may contact the Finance Department for assistance. If the city has not previously used a particular vendor, then the requesting Department is required to complete the New Vendor Request Form (NVR). A purchase order or invoice cannot be initiated or paid until a completed NVR is submitted to Finance and the vendor is given a vendor number through the accounting system (see Exhibit A).

2. Procurement Value Table – The following table shows the different methods for acquiring goods and services. Explanations of each category follow.

<u>PURCHASING THRESHOLDS</u>	<u>PROCESS REQUIREMENT</u>	<u>APPROVAL</u>
.01 - \$ 999.99	Mileage & Other Reimbursement Form	Department Supervisor and/or Director, FASD
.01 - \$999.99	Invoice entry into MiView or Purchasing Card. Purchase Order Optional	Department Supervisor and/or Department Director, FASD
* \$1,000.00 - \$9,999.99	Purchase Order - Three verbal quotes. Documented & depicted on the PO notes	Department Supervisor and/or Director, FASD,
* \$10,000.00 - \$49,999.99	Purchase Order - Three written quotes. Documented & depicted on the requisition.	Department Supervisor and/or Director, FASD,
* > \$50,000.00	Formal sealed bidding process.**	Department Director, FASD, CM

- \* It is the Department Directors' responsibility to ensure that all purchases are competitively priced. Documentation to support vendors contacted, quotes, and selection based on other than lowest quote, must be properly documented, maintained and available for review.
- \*\* Professional services agreements are exempt from these purchasing guidelines and shall be selected using a qualifications based selection process.

### **PETTY CASH TRANSACTIONS**

Petty cash funds are normally established to handle very small purchases (under \$50) that are more efficiently handled through the use of a small fund at the departmental level. The petty cash process is designed to increase departmental operating efficiencies by paying for minor items or services. Use of the petty cash fund must meet the legal requirements for the expenditure of city funds and may not be used to circumvent current purchasing procedures.

In the event that it is necessary to use petty cash in excess of the \$50 limit, the FASD has the option to approve such use. (See Exhibit B - Mileage & Other Reimbursements).

Also see Administrative Memorandum #19 Employee Reimbursements, Petty Cash and Cash Handling Policy for further guidelines.

### **TAX EXEMPT STATUS**

Because the City of Beavercreek is a municipality, it is exempt from all city, state, and federal sales and excise taxes. Certificates of Exemptions can be obtained from the Finance Department.

### **REQUEST FOR PAYMENT OF INVOICES**

In order to request payment of an invoice, the invoice must be entered into the MiView system. The invoice must be scanned into the invoice entry system for review and as documentation to support the payment request. The invoice entry should include all pertinent information and reference a purchase order (if applicable) to ensure the proper application and release of the encumbrance. Detailed description should be included describing the commodities or services provided. Once entered and the appropriate invoice or supporting detail is attached, the invoice will proceed through the system to obtain proper approvals and payment..

All invoices \$50,000 or greater, must also be approved by the CM.

## **PURCHASE ORDER**

All purchases \$1,000 or greater require a Purchase Order (PO) unless the purchase falls under one of the exceptions identified below.

The PO process formally advises administration that a need for goods or services exists in the requesting Department. It also provides a formal method of review and approval by the requesting Department Supervisor or Director, FASD, and CM. The PO includes the quantity, description and price of goods or services being requested and the account where the item was budgeted.

The procedures relating to the PO process are noted below:

1. The Department Director, Supervisor, or designee, initiates a PO in the MyView software system. The system verifies that funds are available in the account from which the expenditure is to be made. All required information must be completed for the PO to process through the system. The notes section of the PO must document any required verbal, written and/or sealed bids per the matrix on Page 4.
2. Once the PO is entered into the system, it is electronically sent for approval to the Supervisor and/or Department Director, the FASD and the CM. The Department Director and the FASD are responsible for ensuring that the PO and supporting documentation comply with the purchasing policies and are within budgetary controls.
3. Once the PO has been through the approval process, the PO is available in the system for printing and forwarding to the vendor if required.

**The following purchases/transactions are exempt from the Purchase Order requirements:**

- A. Any purchase under \$1,000
- B. To replenish the Department's petty cash fund.
- C. Payment of unusual items with prior approval of CM.
- D. Reoccurring monthly services and/or professional services as follows;
  - 1. City Utility Bills (Telephone, Pagers, Security Systems, Propane, Electric, etc.)
  - 2. City Insurance payments
  - 3. Postage
  - 4. Professional Fees, (Attorney, Audit, etc.)
  - 5. Employee Benefit Payments (i.e. Workers Compensation, PERS, Police Retirement)
  - 6. Employee Reimbursements
  - 7. Tax Payments
  - 8. Other Professional Services (Exams, Physicals, Govdeals, etc.)
- E. Certain types of purchasing card transactions (See Administrative Memo No. 21)
- F. Emergency Purchases (See page 10)

**Note:** When initiating a PO, the requesting Department should anticipate processing time; therefore plan ahead. Purchase Orders should be generated well before the merchandise is ordered and received. Although not a requirement, purchases below the \$1,000 threshold should be compared among multiple vendors when possible to secure the best possible price for the City.

## **PURCHASES LESS THAN \$50,000**

Before initiating a PO, it is the Department's responsibility to secure the vendor with the most competitive price, which also meets the City specifications for all purchases between \$1,000 and \$50,000. (As discussed above Purchase Orders are not required for purchases under \$1,000.)

**Competitive quotes are required as follows:**

- **Three verbal quotes are required for all purchases between \$1,000.00 and \$9,999.99.**
- **Three written quotes are required for all purchases between \$10,000.00 and \$49,999.99.**

All quotes and detailed documentation supporting the quotes must be maintained by the requesting Department for review. Supporting documentation should include at a minimum; the vendors contacted, contact information documenting who provided the quote for each vendor, and the cost (either unit or total) for each quote. In addition, the PO will not be approved unless the quotes are properly documented in the "Notes Section" of the PO. Keep in mind when entering a PO that line items must be added for freight or shipping charges when applicable. All capital assets must be properly recorded with enough detail on the Purchase Order to allow the Finance Department to capture the information for fixed asset recording.

The following procedures shall be followed in preparation and acquisition of quotes for purchases that are expected to be \$10,000 or more but under \$50,000.

1. The requesting Department is required to furnish proper specification of the goods and services required. If the Department Director or in-house staff is unable to prepare the specifications due to the level of expertise required, the Department Director can solicit assistance from outside sources to assist in the preparation of the specifications.
2. In developing these quotes the City is authorized and directed to establish the conditions for the competitive quote process, including but not limited to the necessity, types, and amounts, if any performance surety is required, time line for performance, penalties for late performance, specifications, experience qualifications, disclosure of interested parties, alternatives, conditions or substitutions and form of contract.

The Department Director or designee will coordinate receipt and compilation of quotes. The Department Director or designee will assemble quote packages for mailing to perspective vendors.

## **PURCHASES \$50,000 OR GREATER**

Once the operating budget has been approved by City Council, all city improvements, equipment, goods or services, anticipated to cost \$50,000 or more must go through a formal competitive sealed bid or Request for Proposals (RFP) process. The bid/RFP process ensures a fair competitive bidding process. This process also gives the citizens of the community confidence that all major purchases are the best possible quality at the lowest possible price.

The following procedures shall be followed in preparation and execution of bids and RFP's for purchases that are expected to be \$50,000 or more;

1. The requesting Department is required to furnish proper specifications of the goods or services required. If the Department Director or in-house staff is unable to prepare the specifications due to the level of expertise required, the Department Director can solicit assistance from outside sources to assist in the preparation of the specifications.
2. In developing these bids the City is authorized and directed to establish the conditions for the competitive bidding process, including but not limited to the necessity, types, and amounts, if any bid or performance surety is required, time line for performance, penalties for late performance, specifications, experience

qualifications, disclosure of interested parties, alternatives, conditions or substitutions and form of contract.

3. The Department Director or designee will coordinate advertisement, bid/proposal openings and award dates. The Department Director or designee will assemble bid/RFP packages for mailing to prospective vendors on the bidders/RFP list as well as advising the City Clerk to place the advertisement or completing it themselves. The City Clerk shall give public notice by posting the bid invitation on a bulletin board at City Hall and by advertising the bid for two consecutive weeks for state funded projects in the manner compliant with Ohio State law using the most appropriate format, in a newspaper in general circulation within the City and also on the City's website if appropriate. Note: For Federally funded projects three consecutive weeks of advertising is required. The public notice must provide a general description of the items or services to be procured, where bid specifications may be secured, along with the date, time and place for bid openings.
4. All bids/proposals are to be sent to the Finance Department where they will be appropriately marked with the date and time of receipt.
5. The sealed bids shall be opened in public at the date, time, and place stated in the notice inviting bids, no earlier than one week after the second publication. The Department Director and FASD, or designee, will be present at the bid/proposal opening. The bid/proposal opening will be held publicly and all applicable sections of the bid/proposal read aloud at the appointed time. The FASD or designee will record all bid/proposal openings and produce a bid tabulation summary.
6. The names of the bidders and the bid amounts shall be supplied to any person upon request after the opening of the bids (if sealed bids) and as soon as the evaluation of the bids and/or quotes are completed and the award is made.
7. It is the Department Director's responsibility to ensure vendor conformance to the bid/proposal requirements. (i.e. Insurance, bonding, licensed, etc.). Once this has been established, the Department Director or designee will make a recommendation to the FASD and CM for approval. The City should award the bid/proposal to the lowest and most responsible bidder or proposer whose bid or proposal best meets the needs of the City, as stated in the invitation to bid or the RFP, following competitive bidding procedures applying the Local Bidder credit when applicable. The City is not permitted to pass over a low bid that meets specifications unless applying the local bidder credit which makes the local bid the lowest. This applies to all purchases unless it is determined that the low bidder is incapable of performing the contract or is so inexperienced or financially unsound as to cast grave doubt upon his ability to perform.

Nothing contained in these conditions shall be construed to mean that the lowest priced goods or inferior or substandard goods must be purchased. The staff is to purchase goods at the lowest cost consistent with the quality and service required.

Under the RFP process, the City is not required to accept the lowest price. The City has the option to award the project to the vendor whose product or service most closely meets the RFP.

#### **LOCAL BIDDER CREDITS**

The City acknowledges a stated desire to award contracts to local bidders. Based on the bidding requirements outlined in this policy, the CM or his designee may award a competitive contract to a local bidder under the following criteria:

- The bid submitted by an individual or local bidder and would otherwise be considered the next lowest and best bid for the City in its normal evaluation procedures in deciding whether or not to award the contract, or

- In determining the lowest bidder, a credit can be given to a local bidder as outlined below:
  - A credit equal to three (3) percent of the lowest bid submitted by a non-local bidder will be given to local bidders for contracts that are fifty thousand dollars (\$50,000) or less.
  - A credit equal to two (2) percent of the lowest bid submitted by a non-local bidder will be given to local bidders for contracts that are between fifty thousand and one dollars (\$50,001) and two hundred and fifty thousand dollars (\$250,000).
  - A credit equal to one (1) percent of the lowest bid submitted by a non-local bidder will be given to local bidders for contracts that are greater than two hundred fifty thousand and one dollar (\$250,001).

NOTE: If the bids represent state or federally funded projects then the credits for local bidders cannot be utilized to determine the bid award per ORC and federal grant guidelines.

Prior to making a bid recommendation to the CM, the Department submitting the recommendation for goods, services or construction contracts that are estimated to exceed fifty thousand dollars (\$50,000) must check the Auditor of the State website to ensure the firm being recommended does not have an outstanding finding for recovery. Checking this database as required by the ORC section 9.24, and must be completed before the contract can be awarded. The website is:

<https://ohioauditor.gov>.

Once you are in the website select “Audits:” and in the pull down menu select “Findings for Recovery” then click on the blue box entitled “Certified Search” and follow the prompts. Print the page after searching the entity’s name and add this to the bid file for future reference. Additional review and verification of references or reviewing the bidder on Better Business Bureau may also be used in checking on a new company being considered for the bid award.

If the CM approves the bid recommendation, the appropriate documents (contracts) will be signed by the CM. The CM’s signature authorizes the Purchase Order process to begin. When required, the successful vendor will obtain a permit before commencing work.

It should be noted that the City is authorized to refuse to consider any bid from any person, firm or corporation that is in arrears or in default to the City upon any contract or that is in default as a surety or otherwise, upon any obligation of the City, or has failed to perform faithfully any previous contract with the City or any other entity within the State of Ohio.

### **CONTRACTS:**

The CM has the authority to authorize contracts and agreements involving obligations included in the budget for which sufficient funds have been appropriated on behalf of the City without the necessity of further action by Council [Charter Section 6.02(7)].

The City shall use a contract for all major goods and services purchased detailing specific terms of the agreement. The contract is the legal binding document that is developed to protect the City and the vendor from any misinterpretation or misunderstandings that may arise in the terms of purchase of goods or services.

All contracts are to be reviewed by the FASD, prior to being authorized by the CM. Depending on the complexity of the contract, the City may choose to have the contract reviewed by City legal counsel. No other employee may enter into a contract on behalf of the City unless this responsibility is officially designated by the CM.

All executed contracts for goods or services shall require the issuance of a Purchase Order prior to commencement of work. After a contract is properly executed by the CM the contract will be posted to the “Q” drive.

### **STATE/COUNTY/MUNICIPAL/COOPERATIVE BIDS & CONTRACTS:**

In the best interest of the City, the CM is authorized to join other units of government in cooperative purchasing plans/programs. In addition, many items that may be bid are already under contract with the State, County or other City (i.e. police vehicles, trucks, etc.). Due to sheer size and volume, these prices may be lower than any other quotes received prior to bid. Since this may be the case, each Department should review all County and Statewide contract prices that are currently in force to determine if these prices are less than other quotes. If it is unequivocally the lowest bid, the Department may recommend waiving the bid process and award a contract on the basis of that bid.

If the goods, services or commodities are purchased under this provision, a full description of the bid should be documented in the "Notes" section of the requisition. This would include the state bid number, agency used, terms of the bid, etc. This should be well documented so that anyone reviewing the requisition and subsequent Purchase Order could easily reference the bid that is being used to support this type of purchase.

The following is the current website that can be utilized to determine if other government agencies already have a contract for commodities being purchased by the City:

<http://procure.ohio.gov>

### **BLANKET PURCHASE ORDERS**

The City of Beavercreek's purchasing system is designed to provide a mechanism to track multiple purchases which the City anticipates will be ongoing and repetitive, i.e. contract payments or maintenance agreements with a particular vendor. Using a Blanket Purchase Order will allow you to encumber the funds for the expenditure and track the actual amount paid to a particular vendor or from a specific account over the course of the year or period of time.

Blanket Purchase Orders are used for small routine or normal operating supply purchases or services. At the beginning of each calendar year, Blanket Purchase Orders are issued to vendors based on the Department's requests and prior year's usage patterns. Items which may not be purchased with a Blanket Purchase Order include furniture, computer hardware/software, publications, subscriptions, memberships, and capital equipment.

Blanket Purchase Orders will be processed as follows:

1. To issue a Blanket Purchase Order, it will be necessary for the issuing Department to enter a Purchase Order request into MyView system. In the "Description" line of the PO, enter the type of service being provided and the time frame (i.e. Senior Center Copier Lease, Monthly Payments for entire year). Upon approval of the PO, the Finance Department will approve a Blanket Purchase Order with a term not extending beyond the current fiscal year.
2. Blanket Purchase Orders are typically used for recurring maintenance, commodities, supplies, food items, retail purchases for the golf course, etc.
3. When using a Blanket Purchase Order for small commodity purchases, please type in the notes section or the PO the following statement, "Blanket PO is being utilized for efficiency purposes for small incremental purchases of miscellaneous operating supplies not subject to verbal quotes per City's purchasing policy".
4. Invoices paid from Blanket Purchase Orders are processed through Finance in the same manner as all other invoices. See Request for Payment of Invoices on Page 4.

## **SINGLE OR SOLE SOURCE**

Non-competitive bids may be an acceptable procurement method for purchases of supplies or services that are available from only one source, or when the FASD determines that competitive bidding is not feasible or not advantageous to the City.

If there is only one vendor that can supply a necessary item, the Department Director should note this on the PO as "Single or Sole Source" and document this in the "Notes" section of the PO. An explanation why a purchase from a single or sole source vendor meets this criterion must be provided in the comments section.

Criteria for single or source vendor will be:

1. Additional supplies or services are needed from an existing vendor to complete an on-going task.
2. A supply or service is purchased from another unit of government.
3. The item is a component or replacement part for which there is no commercially available substitute and which can be purchased only from the manufacturer or distributor.
4. Compatibility with existing equipment/operations.
5. Purchases must be made from the original vendor to ensure continued warranty on the product.

Time frame for delivery of service or locale, as well as a request for a proprietary item does not justify sole source procurement if there is more than one potential vendor for the item.

## **EMERGENCY PURCHASES**

An emergency purchase should be a rare occurrence and should be limited to those times when the normal day-to-day purchasing process cannot be used. This method of purchase is normally the most costly method of purchasing since shopping for the best price cannot be accomplished. Under certain specific circumstances, the City may be required to make emergency purchases that cannot go through the normal purchasing routine. The emergency purchase may be used only when the health, safety or wellbeing of the City is jeopardized and/or after regular hours of City Hall, or on holidays and weekends. The CM or the Acting CM are the only persons authorized to initiate emergency purchases. The following procedures should be followed under these specific conditions.

When it is determined that an emergency purchase must be made, the Department Director must obtain approval from the CM/Acting CM. The Department Director or designee will proceed to purchase the goods or services and, within 24 hours after the beginning of a regular City workday, process a Purchase Order through the standard operating procedures. The PO will include comments explaining the emergency and who authorized the purchase of the goods or services required. (See Code of Ordinances 35.18)

## **PURCHASING CARD PURCHASES: See Administrative Memorandum No. 21**

### **VENDORS**

It is important to develop and maintain a relationship of neutrality and goodwill between the City and its suppliers. No contract that proves unsatisfactory to the vendor can be regarded as totally satisfactory to the buyer.

The Department initiating the purchase should always make the vendor aware of purchasing and payment procedures before requesting issuance of a Purchase Order. The vendor should contact the Finance Department if there is any question or problem regarding these procedures. Likewise, Departments should contact Finance if there is an unsatisfactory condition existing with a vendor.

In the event a vendor has never been utilized by the City, the NVR (Exhibit A – can be found on the City's "Q" drive) must be completed before a Purchase Order is issued. The critical piece of information on this form is the Federal I.D. number. The Federal I.D. number for businesses is their corporate tax number. A social security number is used for a sole proprietor or partnership. The city is required to obtain this information for 1099 federal tax reporting purposes and will not issue a vendor number unless this critical information is obtained.

## RECEIVING GOODS OR SERVICES

To ensure that the vendor has complied with all terms of the purchasing agreement prior to payment;

1. Equipment, Materials and Supplies:
  - a. Examine the package carefully to see if visible damage to the package is present. If visible damage is noted, DO NOT OPEN the package and DO NOT ACCEPT DELIVERY.
  - b. If there is no visible damage seen on the outside of the package, look for a packing slip either attached to the outside or inside the box. Compare the packing slip with the Purchase Order as well as the contents of the package to determine whether all items listed are included and are in good condition. If the product is missing, or damaged, immediately notify the vendor and make arrangements to ship the package back to the vendor either in whole or part. If the order is acceptable, authorize receipt and initiate the payment process.
2. Services
  - a. Review the vendor agreement for service(s) to be performed prior to the vendor's arrival. Be sure and understand the specific service(s) that is to be provided. Before payment is authorized make sure that all parameters of the service contact were fulfilled. Know what they are to do and check on the service performed while they are there. Prior to acceptance of service, be satisfied that the vendor has successfully completed the task.
  - b. When you are satisfied that the service has been performed satisfactorily, notify your Department Director so that initiation of payment can be made.

**General Comment:** Next to buying the wrong goods or services at the wrong quality or price, the second most costly mistake is accepting the wrong goods or receiving less than you originally expected or agreed upon.

Approved By: Pete E. Landrum  
Pete E. Landrum, City Manager

Date: 12/1/2023



## VENDOR INFORMATION FORM

## Completed by Department

Note: Please complete all fields in all CAPS and attach a completed W-9 before sending to Finance

New Vendor Name: \_\_\_\_\_

Changes to Active Vendor: \_\_\_\_\_

Vendor Remittance Name: \_\_\_\_\_

Remittance Street Address: \_\_\_\_\_

Remittance City: \_\_\_\_\_

Remittance State: \_\_\_\_\_

Remittance Zip: \_\_\_\_\_

Vendor Phone Number: \_\_\_\_\_

Vendor Email: \_\_\_\_\_

Vendor Contact Person: \_\_\_\_\_

Federal Tax Id #: \_\_\_\_\_

Service/Product to be Provided: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

## Completed by Finance

Vendor Number: \_\_\_\_\_

Entered into System By: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF BEAVERCREEK, OHIO**

Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Mileage & Other Reimbursement Request Form**

(Seat belt use is required by all occupants in City owned or personal vehicles used on city business)

Purpose/Reason (Name of Conference, Meeting or Luncheon) Point of Origin/Destination	Total Miles	Minus Normal Commute Miles	Reimbursable Miles *	Conference, Seminar, Meals, Parking Fees, etc. **

\* Refer to Travel Policy for clarification, \*\* Attach all receipts

I hereby certify or affirm that the above expenses were actually incurred by me as a necessary expense in the performance of my official duties.

Total Reimbursable Miles (.58/mile):\$ \_\_\_\_\_  
Total Other Expense: \$ \_\_\_\_\_  
Total Amount Reimbursed: \$ \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Dir/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

FASD: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge receipt of \$ \_\_\_\_\_ for the above request:

Employee Signature: \_\_\_\_\_

for the above request:

Date: \_\_\_\_\_ Issued by Finance Dept. Emp. \_\_\_\_\_ Date: \_\_\_\_\_