




**City of Riverside
Administrative Manual**

Effective Date: 07/2009
 Review Date: 07/2012
 Prepared by: City Mgr/Finance

Approved: 
 Department
 City Manager

SUBJECT:

Routine Purchase Orders

PURPOSE:

To provide guidance for the use of purchase orders that expedite and control buying for the City and authorize encumbrance of funds for payment of supplies, services and equipment.

POLICY:

Except for emergency purchases, no materials, services or equipment shall be ordered, picked up, or received without a properly executed Purchase Order having first been delivered to the supplier.

PROCEDURE:

Responsibility	Action
Purchasing	1. Prepares Purchase Order after all required procedures for selection of suppliers have been met. <ul style="list-style-type: none"> a. Verifies approval from City Council or Board of Public Utilities was obtained, if required. b. Obtains notification of signed contract from Legal Department, where applicable. c. Procurement and Contract Specialist signs Purchase Order for amounts up to \$99,999.00. d. Purchasing Services Manager signs Purchase Order for amounts \$100,000.00 to \$250,000.00.
Purchasing Originating Department	2. Obtains City Manager, or his designee, approval for purchases of \$250,001.00 and over. 3. Distributes all copies of Purchase order as applicable. 4. Forwards Request for Purchase Order Follow-up to Purchasing when supplier has not made delivery by "DATE PROMISED" on Purchase Order.
Purchasing	5. Makes verbal or written request of supplier for shipping information, notifies Originating Department of revised shipping date.

PROCEDURE:

Responsibility	Action
Supplier	6. Delivers the materials, supplies or equipment to the address designated on Purchase Order.
Purchasing	7. Resolves discrepancies, if any, associated with materials, supplies, or equipment received.
Originating Department	8. Refers to Receiving and Payment procedure.

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Originating Department	8. Refers to Receiving and Payment procedure.

