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ADMINISTRATION DEPARTMENT PURCHASING POLICY AND PROCEDURES MANUAL

Adopted as Administrative Policy for all Town Employees
Effective April 1, 2008

Town of Summerfield, North Carolina
Administration Department
Purchasing Policy and Procedures Manual

TABLE OF CONTENTS

	Page(s)
I. Forward	3
II. General Guidelines for Purchasing Supplies and Materials	4
2.1 Local Buying	
2.2 Planning	
2.3 Buying Proper Quality	
III. Purchasing Procedures	4-5
3.1 Request To Purchase	
IV. Vendor Selection	5-6
4.1 Selection Policy	
4.2 Selection Procedures	
V. Purchase Orders	6
5.1 The Purchase Order Process	
5.2 Changes	
VI. Availability and Transfer of Budgetary Funds	6-7
6.1 Policy	
6.2 Authority	
6.3 Responsibility	
VII. Special Procurement Procedures	7-10
7.1 Blanket Purchase Orders	
7.2 Service Contracts	
7.3 Emergency Purchases	
7.4 Call in Request for Purchase Orders	
7.5 Purchase Order Cut-Off Date	
7.6 Sole Source of Supply	
7.7 State of North Carolina Purchase Contract and Cooperative Purchasing Agreements	
7.8 Professional Services	
7.9 Vehicle Repair and Maintenance	
7.10 Petty Cash Expenditures	
7.11 Purchasing Cards	

VIII. Competitive Bids	11
8.1 Formal Bids – Supplies, Materials, and Construction and Repairs (\$30,000 and greater)	
8.2 Informal Bids – Supplies, Materials, and Construction and Repairs (\$5,000-\$29,999)	
8.3 Purchases of Supplies, Materials, and Construction and Repairs (Less than \$5,000)	
IX. Specifications	11-12
X. Delivery and Performance	12
10.1 Partial Deliveries	
10.2 Non-Performance	
XI. Inspection and Testing	13
11.1 Rejection	
11.2 Damaged Goods	
11.3 Latent Defects	
XII. Vendor Relations	13-14
XIII. After the Order	14
XIV. Exhibits	14-18
A. Examples of Purchases Not Requiring a Completed Purchase Order Form	
B. Vendor Performance Evaluation Form	
C. Cardholder’s Agreement Form	
D. New Cardholder Enrollment Form	

I. FORWARD

This purchasing policy and procedures manual is intended for use as a guide to the Town of Summerfield's purchasing methods and practices. When used properly and with common sense, the policies and procedures established herein will enable the Town to obtain needed materials, equipment, supplies, and services efficiently and economically.

The understanding and cooperation of all employees is essential if the Town is to obtain the maximum value for each tax dollar spent. While this manual does not answer all questions related to purchasing, it does provide the foundation for a sound centralized purchasing system.

The basic goals of the Town's purchasing program are:

1. To comply with the legal and ethical requirements of public purchasing and procurement.
2. To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the Town.
3. To receive maximum value for each dollar spent by awarding Purchase Orders to the lowest responsible bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance, and other relevant factors.
4. To provide Town departments and committees the required goods, equipment, and services at the time and place needed and in the proper quantity and quality.
5. To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitment, follow-up, and adjustments.
6. To promote good and effective vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.
7. To effect maximum feasible standardization of products used within and among departments and committees in order to minimize stock levels and obtain better prices.

If the procedures and guidelines established in this manual are followed, each department and committee can efficiently manage, control and plan its' available resources to meet present and future needs and help the Town to meet these goals. Should you have any questions about this manual or procedures, contact the Town Manager or Finance Officer.

II. GENERAL GUIDELINES FOR PURCHASING SUPPLIES AND MATERIALS

2.1 Local Buying:

It is the desire of the Town to purchase from vendors located within Summerfield and Guilford County whenever possible. This can be accomplished by ensuring that local vendors who have goods or services available which are needed by the Town are included in the competitive purchasing process. The Town has a responsibility to its residents, however, to ensure that maximum value is obtained for each public dollar spent. **The Town cannot and will not make purchasing decisions solely on the basis of vendor residence.** Rather, the Town will endeavor to encourage local vendors and suppliers to compete for all Town business.

2.2 Planning:

Planning for purchases should be done on a short-term and long-term basis, thereby minimizing small orders and last minute purchases. Planning will also reduce the number of trips required to obtain materials and minimize clerical and supervisory time spent on documenting purchases.

2.3 Buying Proper Quality:

Quality and service are as important as price; and it is the duty of the requesting department or committee to secure the best, most economical, quality that will meet but not exceed the requirements for which the goods or services are intended. **In some instances, the lowest price does not necessarily mean the lowest cost.**

III. PURCHASING PROCEDURES

This section outlines the Town's purchasing procedure. The procedure outlined is designed to simplify and standardize the purchasing procedures. This procedure covers the purchase of apparatus, supplies, materials, and/or equipment for items costing over \$500.00. Purchases \$500.00 or less can be handled by a purchasing card (see section 7.11), petty cash disbursement when funds are available (see section 7.10), or by direct invoice to the Town

3.1 Request to Purchase:

A Purchase Order by the department or committee initiates the procurement cycle for purchases costing less than \$30,000. The completed Purchase Order with appropriate documentation is forwarded to the Town Manager or his/her designee. If they have questions concerning the request, it may be returned to the department or committee for further information. After the appropriate approvals from the Mayor, Town Manager, Finance Officer, or their designee, the Purchase Order shall be returned to the department or committee giving the authority to proceed to issue the Purchase Order to the most suitable vendor. **Staff or committee chairs are responsible for providing evidence that the**

competitive bidding requirements of this policy and state law are followed.

For purchases costing \$30,000 or more, refer to Section 4.2 a and b and section 8.1 of this Policy.

A completed Purchase Order with appropriate approvals is required for all purchases other than those identified in Exhibit A.

IV. VENDOR SELECTION

4.1 Selection Policy:

Vendors will be selected on a competitive basis through the use of formal bids, informal bids, or telephone quotations as required by this policy. Bid awards, Purchase Orders, and/or contracts will be issued to the lowest responsible bidder as outlined in Section I.3.

4.2 Selection Procedures:

For the procurement of supplies, materials, equipment, and for construction or repair, the requesting department or committee will observe the following procedures:

- a) In accordance with North Carolina General Statute §143-129, an invitation for formal bids will be used for purchases of \$90,000 and greater for supplies, materials, and equipment. The policy for the Town of Summerfield will be more restrictive than § 143-129 in that all construction and repair contracts \$90,000 and greater shall meet § 143-129 standards. NCGS § 143-129 is attached herein as reference.
- b) The policy of the Town of Summerfield will be more restrictive than § 143-131 in that requests for purchases of \$30,000 and greater but less than \$90,000 will follow the formal bid advertising requirements and receiving and opening of sealed bids. NCGS § 143-131 is attached herein as reference.
- c) The policy of the Town of Summerfield will be more restrictive than §143-131 in that it will apply to items estimated to cost \$5,000 or more but less than \$30,000, and purchases will be made in the open market with or without necessary resort to formal invitation for bids. Every effort should be made to obtain three (3) written quotes. The three quote requirement can be waived with the authorization of the Town Manager if the exception is deemed in the best interest of the Town. All quotes, regardless of degree of formality, must be forwarded to the Town Manager or their designee with the Purchase Order.
- d) Purchases of less than \$5,000 shall follow NCGS § 143-131 in that purchases less than \$5,000 will be made in the open market with or without necessary resort to formal invitation for bids or request for quotations. Every effort will be made to receive three verbal quotes, and quote documentation in written form must be provided to the Town

Manager with the Purchase Order. It is not necessary for the Town Manager to formally waive the three quote requirement.

V. PURCHASE ORDERS

To be valid, a Town Purchase Order must be completed and signed by at least one of the following; Mayor or Town Manager, in addition to the Finance Officer. **Purchase Orders will not be issued without proper authorization.**

5.1 The Purchase Order Process:

A Purchase Order is a contract between the Town and a vendor and is not binding until accepted by the vendor. The issuance of Purchase Orders by unauthorized Town employees or officials will not be recognized by the Town, and payment of these obligations will not be approved. Obtaining supplies, materials, equipment, or services without a Purchase Order is also an unauthorized purchase (Except in emergency situations as outlined in Section 7.3 or situations outlined in Exhibit A). **Unauthorized purchases are classified as a personal expense and will be paid for by the employee or committee chair.**

In order to properly process the vendor's invoice(s) for payment, the vendor delivery tickets/packing slips should indicate the Purchase Order number, be signed by the receiving party, and be forwarded to the Town Clerk. This must be done immediately after the item(s) have been received, inspected, and accepted by the user department or committee.

5.2 Changes:

In order to add a new line item or increase an existing line item, a new Purchase Order should be created for the additional items.

Changes will not be allowed that would alter the procurement procedures that were used in the original process (i.e., from informal to formal).

VI. AVAILABILITY AND TRANSFER OF BUDGETARY FUNDS

6.1 Policy:

It is the policy of the Town of Summerfield to require a budget amendment for any purchase or commitment of Town funds for which there are insufficient funds available in the budgetary account against which a purchase or commitment is to be applied.

6.2 Authority:

A Budget Ordinance is approved on an annual basis during the fiscal year budget process. Expenditure approval authority is established by the Ordinance Establishing Expenditure

Approval for the Operation of the Town of Summerfield O-2008-006. The policy and procedures established herein implement the budgetary and expenditure approvals established in the above referenced ordinances.

6.3 Responsibility:

Budget amendments must be requested by the department or committee chair and forwarded to the Finance Officer or his/her designee before any commitments are approved against an expenditure line item which would exceed the amount budgeted for that particular line item.

The Finance Officer or his/her designee is expected and authorized to inquire about the appropriateness of any and all budget amendments. After review of the Request, the Finance Officer or his/her designee shall forward the amendment to the Town Council as required in the fiscal year Budget Ordinance.

VII. SPECIAL PROCUREMENT PROCEDURES

7.1 Blanket Purchase Orders:

The Finance Officer will issue blanket Purchase Orders to selected vendors for the procurement of large volume items, for example office supplies, cleaning and janitorial supplies, and other similar and like materials and supplies. A blanket Purchase Order cannot be made for more than \$5,000, unless approved by Town Council.

Requests for blanket Purchase Orders must, in addition to the required information, indicate the following: items covered by the blanket Purchase Order, a Not to Exceed (NTE) amount in the appropriate column, and an attached listing of all personnel approved to purchase from the blanket PO. The issued Purchase Order will instruct the vendor that unauthorized purchases will not be allowed. It is the responsibility of the individual authorized to purchase under a blanket Purchase Order to ensure that an unspent balance remains to cover the purchase to be made. **Any purchase that exceeds the funds available under a blanket Purchase Order will be classified as an unauthorized purchase.**

Any purchases made by personnel not authorized by the blanket Purchase Order request will be classified as a personal expense and will be paid by the employee or committee chair.

The vendor's delivery ticket/packing slip must be signed by an authorized Town employee. Departments will forward these delivery tickets/packing slips immediately to the Town Clerk for matching with the Purchase Order.

7.2 Service Contracts:

All service contracts, for which the contractor will perform work while on Town property, must be accompanied by a standard contract form. The contract must follow all signature

procedures and contain all necessary insurance and payment options. The completed and signed contract must be forwarded to the Finance Officer prior to the release of the Purchase Order.

7.3 Emergency Purchases:

In cases of emergencies, the Town Manager or his/her designee may purchase, directly from any vendor, supplies or services whose immediate procurement is essential to prevent delays in work which may affect the life, health, or either safety or convenience of Town of Summerfield employees or citizens.

The Town Manager shall exercise good judgment and use established vendors when making emergency purchases. In addition, the Town Manager shall always obtain the best possible price and limit purchases to those items emergency related. Not anticipating needs does not constitute an emergency situation. First, it must be determined if a true emergency does exist. Second, needs must be anticipated and emergency situations avoided whenever possible. Emergency orders are always costly. Vendors usually charge top prices if supplies or services must be obtained on an emergency basis.

During working hours, the following procedure should be used for emergency purchases: Contact the Finance Officer and give all pertinent information to obtain a Purchase Order. The information needed will include vendor name, item(s) to be purchased with quantities, expenditure account to which the item(s) will be charged, and the reason for the emergency purchase. After verifying available funds, a Purchase Order number will be issued for the expenditure. Should the purchase over encumber the account balance, a budget amendment will need to be completed as soon as possible.

After working hours, the following procedure should be used for emergency purchases: The delivery ticket/packing slip or invoice received should be coded with the account(s) to be charged and signed. Please attach a brief explanation of the nature of the emergency and forward immediately to the Finance Officer or designee for payment.

Emergency purchases, although sometimes necessary, are costly both in time and money. The use of emergency procedures should be limited and will be monitored for abuse.

7.4 Call-In Request for Purchase Orders:

Call-in requests for Purchase Orders will be used for extraordinary situations only and will be approved by the Finance Officer or their designee.

7.5 Purchase Order Cut-Off Date:

Purchase Orders for materials, supplies, services, and equipment (not included in blanket Purchase Orders or service contracts) for the current fiscal year should be approved no later than June 1. This procedure affords the Administration and Finance areas the opportunity to complete fiscal year end activities in a timely and proper manner.

7.6 Sole Source of Supply:

In the event there is only one vendor capable of providing a particular good or service, the competitive pricing procedures outlined in this manual may be waived by the Town Manager. Whenever a department or committee determines to purchase goods or services from a "sole source", they shall document on the request why only one company or individual is capable of providing the goods or services required. The provisions of G.S. 143-129 will be followed asking Council for this sole source exception.

7.7 State of North Carolina Purchase Contract and Cooperative Purchasing Agreements:

The Town may utilize the State of North Carolina Department of Administration Purchase and Contract Division and/or established Cooperative Purchasing agreements whenever possible for procurement of capital and non-capital items. These system(s) expedite the purchase of goods, offers pricing compatible with quotes received from formal and informal bids, and satisfies North Carolina General Statutes. Examples of goods on state contract are law enforcement vehicles, office furniture, copiers, janitorial supplies, copier paper, and light bulbs. Contact the Town Clerk with questions about which goods are on State Contract or cooperative purchasing agreements to which the Town belongs.

7.8 Professional Services:

Normal competitive procedures are usually not utilized in securing professional services such as attorneys, planners, and other professional people who, in keeping with the standards of their discipline, will not enter into a competitive bidding process. When an agreement between a professional service company and the Town is established, a Purchase Order with a not to exceed (NTE) amount shall be issued.

7.9 Vehicle Repair and Maintenance:

A blanket Purchase Order will be issued at the start of the fiscal year to cover all minor (less than \$500 per occurrence) repairs, preventative maintenance, and fuel charges. Written estimates of each major repair (\$500 and greater per occurrence) shall be submitted with a completed Purchase Order for processing. The repair history of a vehicle should be recorded on the vehicle's maintenance record.

7.10 Petty Cash Expenditures:

A petty cash fund has been established for the purchase of expendable items (including but not limited to postage, office supplies, etc.) costing less than \$300.00. Employees wishing to purchase items and be reimbursed with petty cash must provide a receipt for the purchase to the petty cash administrator.

7.11 Purchasing Cards

- a). The use of purchasing cards has been proven to be a cost effective method of obtaining

low cost supply and service items for the Town. The purpose of this purchasing procedure is to provide for the use of purchasing cards for small value or emergency purchases. Purchasing cards will be issued to those who actually make official Town purchases from a vendor.

The purchasing card will be used only when:

1. The items and/or services to be purchased are for the official use of the Town of Summerfield.
 2. The cost of the proposed purchase does not exceed the individual's credit limit established by the Town Manager and Finance Officer.
 3. The Town Manager and Finance Officer will review the use of the individual card activity and reserve the right to limit or revoke the use privileges from the cardholder, if deemed necessary.
- b). For the purchasing card process to operate efficiently, a timely response to each of the elements of the procedures is required from those concerned. Failure to do so will result in past due transactions appearing on the statements and cards being rejected because of limits being exceeded. Employee absence should be anticipated and arrangements put in place so that the process flow will not be delayed. For the protection of all, the Town Manager or his/her designee is to be notified immediately when a card is lost or stolen.
1. Issuance of purchasing card:
 - A. Purchasing cards will be issued to the Mayor and permanent full-time employees only.
 - B. The employee must sign the "Cardholder's Agreement" verifying agreement to conditions of use (Exhibit C).
 - C. The Town Manager will determine the purchase authority of the employee and sign the enrollment form (Exhibit D) indicating approval.
 - D. The Finance Officer will review the enrollment form and process for issuance of a purchasing card to the employee.
 2. Use of purchasing card:

The cardholder will retain vendor's receipts, records of telephone orders, and/or copies of mail orders and forward to the Town Clerk for future reconciliation of the purchase card statement. The satisfactory receipt of goods or services is the responsibility of the purchasing cardholder.
 3. Payment of purchasing card charges:
 - A. The Town Clerk will match the monthly statement received from the card issuer with the receipts. Undocumented transactions (transactions turned in to be paid without receipt) are not allowed. Any disputed transactions are to be referred to the Town Manager or Finance Officer.
 - B. The Finance Officer or designee will determine budgetary account numbers.

VIII. COMPETITIVE BIDS

8.1 Formal Bids-Supplies, Materials, and Construction and Repairs (\$30,000 and Greater):

The Town Manager or his/her designee, in conjunction with staff, consultants, or other Town Officials as deemed necessary, shall develop and prepare specifications for bidding. The Town Manager shall be responsible for ensuring that all North Carolina General Statutes are satisfied, including but not limited to, proper advertisement and receipt of sealed bids.

After receipt of a bid, the Town Manager or his/her designee shall review all bid responses to determine the bid deemed in the best interest of the Town. The Town Manager or his/her designee shall make a formal recommendation of award with supporting documentation to the Finance Officer and the Town Council.

Upon Town Council approval of the recommendation, the requesting department or committee chair shall initiate the Purchase Order, contact the successful bidder(s), and forward all signed contract information.

8.2 Informal Bids-Supplies, Materials, and Construction and Repairs (\$5,000 - \$29,999):

For purchases of \$5,000 to \$29,999, the informal bidding process requires that competitive pricing be obtained in a written manner. These requests are sent to several sources who can supply the product(s) desired. Once the quote deemed in the best interest of the Town is determined, the requesting department or committee chair shall have the Purchase Order generated, approved, and forwarded to the successful bidder(s) along with all signed contract information.

8.3 Purchases of Supplies, Materials, and Construction and Repairs (Less than \$5,000):

A properly executed Purchase Order for expenditures of less than \$5,000 shall include three (3) documented verbal quotes. Every effort to obtain three quotes should be exercised. Once the quote deemed in the best interest of the Town is determined, the requesting department or committee chair shall have the Purchase Order generated, approved, and forwarded to the successful bidder(s) along with all signed contract information.

IX. SPECIFICATIONS

When goods or services are procured under the formal or informal bidding process, specifications must be prepared. All specifications should do at least four things:

- a. Identify minimum requirements,
- b. Encourage competitive bids,
- c. Be capable of objective review, and
- d. Provide for an equitable award at the lowest possible cost.

Specifications shall be as simple as possible while maintaining the degree of exactness required to prevent bidders from avoiding the supplying of goods or services required or otherwise taking advantage of their competitors.

All specifications utilizing a name brand must include the term "or approved equal" to avoid being restrictive and eliminating fair competition from the bidding process.

Different methods of structuring specifications include:

- a. Qualified products on acceptable vendor list
- b. Specification by blueprint or dimension sheet
- c. Specification by chemical analysis or physical properties
- d. Specification by performance, purpose, or use
- e. Specification by identification with industry standards
- f. Specification by samples

X. DELIVERY AND PERFORMANCE

A completed and accepted Purchase Order by the parties concerned must produce the intended results or objectives before it can be considered a successful or completed purchase. The terms and conditions must clearly define the delivery and performance requirements of the services, supplies, or equipment.

The importance of the delivery schedule will be emphasized to the vendor. Delivery requirements will be clearly written and fully understood by all vendors. If several items are required by the Purchase Order, there may be a different delivery schedule for each item. It is necessary to clearly indicate the delivery location on the Purchase Order.

10.1 Partial Deliveries:

Some Purchase Orders may list several items. It is possible the vendor may complete timely delivery on some items, which are referred to as "partial deliveries". Upon receipt of a partial delivery, photocopy the Purchase Order, attach a copy of the signed delivery receipt, and forward to the Town Clerk indicating which lines of the PO are to be paid.

10.2 Non-performance:

If a vendor fails to meet any requirements(s) of the specifications or terms and conditions of the contract or Purchase Order, the vendor can be cited for non-performance. The seriousness of non-performance will be evaluated based upon the circumstances of each violation. Specific types of non-performance are discussed in Section XI.

XI. INSPECTION AND TESTING

Life and safety as well as successful operation of expensive equipment and supplies may depend upon how well a purchased item meets the design and performance specifications.

Goods and materials should be checked at the time of receipt for damage or defects. The inspection shall include assuring goods comply with the specifications. If damage is found or the goods fail to comply with the specifications, the item(s) shall be rejected as outlined below.

11.1 Rejection:

In order to protect the Town's rights in the event of rejection, for whatever reason, the vendor shall be informed immediately. Reasons for the rejection must be documented in memo form, attached to a copy of the Purchase Order, and forwarded to the Town Clerk in a timely manner. The Town Clerk will notify the vendor of the reason for the rejection.

11.2 Damaged Goods:

One of the major reasons for immediately inspecting the goods or materials upon receipt is to detect any visible damage. When it is apparent that the extent of the damage causes the goods to be worthless, they will not be accepted. It is necessary that all damage including evidence of concealed damage shall be documented by memo, attached to a copy of the Purchase Order, and forwarded to the Town Clerk so that the Town Clerk can inform the vendor of the damaged goods.

11.3 Latent Defects:

Latent defects may be the result of damage in transit or failure of the manufacturer to conform to specifications. Consequently, it is often difficult to fix responsibility for the defective material. If specific liability for the defect cannot be determined between the carrier, the vendor, or the manufacturer, the Town may file a claim against all parties. A memo attached to a photocopy of the Purchase Order must be forwarded to the Town Clerk so all parties involved can be properly informed.

XII. VENDOR RELATIONS

Good vendor relations are valuable business assets established through mutual confidence and satisfactory business relationships between buyer and seller. An important contribution toward promoting and preserving these relations is a clear understanding of the method of contract between buyer and seller.

The Town Clerk maintains a vendor file for recording the performance of vendors with whom the Town engages in business. Should a department or committee experience difficulties with, or have a complaint with, a particular vendor, document your concerns on a Vendor

Performance Evaluation form provided in Exhibit B. A memo to the Town Clerk with your concerns will also suffice. Be as specific as possible, detailing the circumstances, dates, personnel involved (including titles) and phone numbers. This information will be helpful in determining if the vendor shall remain on the vendor list.

If it is felt a certain vendor should be commended for its efforts, document the circumstances on the Vendor Evaluation Form and forward to the Town Clerk.

Departments and committees do not have the authorization to commit in writing, or verbally, future Town business to vendors. If a department or committee wishes to add a specific vendor or contractor to the bid list, the Town Clerk shall be contacted.

XIII. AFTER THE ORDER

The procurement function is not accomplished by simply placing an order with a supplier. Satisfactory delivery must also be made. To ensure delivery will be made when required, follow-up is necessary.

Follow-up or expediting delivery of an order is part of the purchasing process and can be more efficiently handled by the purchasing party.

The Town Clerk shall, on a regular basis, review outstanding Purchase Orders to determine if vendors are delinquent in shipping the items requested. The Town Clerk shall contact these vendors concerning the delinquent delivery.

The Finance Officer shall contact vendors concerning invoice discrepancies and shall have the authorization to approve or disapprove invoice amounts.

XIV. EXHIBITS

Exhibit A. Examples of Purchases Not Requiring a Completed Purchase Order Form

Exhibit B. Vendor Performance Evaluation Form

Exhibit C. Cardholder's Agreement Form

Exhibit D. New Cardholder Enrollment Form

EXHIBIT A

**EXAMPLES OF PURCHASES NOT REQUIRING A COMPLETED
PURCHASE ORDER FORM**

This list is not all inclusive and could require a Check Request form to be completed.

Advertising (legal ads, radio announcements, etc.)
Budgeted annual dues
Claim payments
Insurance premiums
Medical examinations
Budgeted memberships
Land purchases
Ongoing equipment leases (i.e. copier)
Petty cash - replenishment of funds
Postage permits and expenses
Refunds (i.e. over-payment of planning fees, surety bond repayments)
Rental of buildings
Budgeted subscriptions
Utilities

EXHIBIT B**VENDOR PERFORMANCE EVALUATION FORM**

Please take a moment to complete this vendor performance evaluation and return to the purchasing section
Your prompt response is appreciated

Vendor: _____ Purchase Order No.

Date Promised: ___/___/___ Actual Delivery Date: ___/___/___

Date Ordered: ___/___/___

Department Responding:

Details or Remarks:

Continually suggests cost-savings possibilities

Have competitive prices

Holds backorders to a minimum

Anticipates our needs

Supplies current catalogs

Is prompt and accurate on technical assistance

Advises of any potential trouble

Promptly replaces rejected items

Is courteous and helpful

Has a sincere desire to serve

Delivers without constant follow-up

Expedites and handles all orders courteously

Has knowledge of products and industry

Keeps abreast of new product developments

Provides specified quality products

Handles complaints promptly

Delivers on or before agreed upon time

Produces adequate packaging

Identifies or marks packages correctly

Makes courteous deliveries

Provides proper and accurate delivery receipts

Accurately packs shipment lists with containers

Purchase Order quantities are over or short

Overall rating: rate this vendor for this purchase on a scale of 1-10 with (1) indicating unacceptable performance.

Unacceptable satisfied extremely satisfied

1

5

10

Quality of item

Service

Delivery

Comments:

EXHIBIT C

CARDHOLDER'S NAME: _____

CARDHOLDER'S AGREEMENT FORM

I, _____, agree to the following regarding my use of the Town of Summerfield Purchasing Card Program:

- I understand that I am being entrusted with access to the Town's VISA Purchasing Card Program to make financial commitments on behalf of the Town, and will restrict my purchases to approved Town of Summerfield activities.
- I understand that under no circumstances will I use the Town's Purchasing Card Program to make personal purchases for myself or for others.
- I will not permit another person to use the Town of Summerfield Purchasing Card issued to me. Any such purchases made with my card will be considered to be made by me and will be my responsibility.
- I will be responsible for the safekeeping of the Town of Summerfield Purchasing Card issued to me and, if lost or stolen, I will report its' loss immediately to my supervisor and Finance Officer
- I understand that my personal credit will not be affected by any use of the Town of Summerfield Purchasing Card.
- I understand that in the event of termination of my employment with the Town of Summerfield, my final paycheck will be retained subject to the return of the Town of Summerfield's Purchasing Card and any outstanding receipts to my supervisor.
- I will follow the established procedures for using the Town's Purchasing Card Program. Failure to do so may either result in revocation of my use privileges or other disciplinary actions by the Town of Summerfield.
- I agree that, if I have been issued a purchasing card in connection with the Town of Summerfield's Purchasing Card Program, I will return the purchasing card to the Town upon termination of my Purchasing Card Program privileges.
- I agree that should I violate the terms of the Agreement and use the Town's Purchasing Card Program for personal use or gain that I will reimburse the Town of Summerfield for all incurred charges and any fees (including attorneys' fees and expenses) related to the collection of these charges.
- *The use of the Town of Summerfield purchasing card to procure goods and services for other than the official use of the Town of Summerfield is an unauthorized use. An employee's unauthorized use may be cause for dismissal for detrimental personal conduct and may be subject to legal action.*

I have read, understand and agree to the conditions above:

Sign: _____

Date: _____

Accepted by Town Manager: _____

CARD RECEIPT DOCUMENTATION:

Card Account Number: _____

Date Issued to Cardholder: _____

Cardholder's Signature: _____

EXHIBIT D

**TOWN OF SUMMERFIELD PURCHASING CARD
NEW CARDHOLDER ENROLLMENT FORM**

EMPLOYEE'S ORGANIZATIONAL INFORMATION

Company Name: TOWN OF SUMMERFIELD

Address:

Contact Person:

Department: _____

EMPLOYEE/CARDHOLDER INFORMATION

Name: _____

CARD LIMITS

Monthly \$ _____

APPROVALS

Town Manager: _____

Finance Officer: _____