



**City of Riverside
Administrative Manual**

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

Approved:


 Department
 City Manager

SUBJECT:

Purchase Requisition

PURPOSE:

To provide guidance for the use of Purchase Requisitions for the procurement of all goods and services.

POLICY:

A properly completed Purchase Requisition is required from all departments requesting materials, supplies, equipment, and services for which funds exist in the City budget prior to any order for the purchase or receipt of goods or services except as provided for by City Council resolution. No requisition shall be broken into smaller units to evade any limitations imposed by such resolution. Unrelated items requested by a department may be separated to provide different lists to suppliers dealing in different commodity classes.

PROCEDURE:

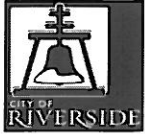
Responsibility	Action
Originating Department Head	1. Annually informs the Finance Director of employees authorized to commit department funds and sign Purchase Requisitions by submitting Annual Authorized Signatures Form.
Purchasing	2. Maintains a current roster of employees authorized to sign Purchase Requisitions.
Originating Department	3. Prepares electronic Purchase Requisition, stating place of delivery, when needed, the purpose for which the purchase is requested, states clear description of the item(s) or services and the funding code from which the cost is to be paid, and obtains approval.
	4. Obtains approval from City Council or Board of Public Utilities, if required and indicates approval date on purchase requisition and attaches copy of City Council or Board memorandum.
Purchasing	5. Reviews Purchase Requisition to determine the supplier source and procurement method (formal bid, informal bid, open market bid, or negotiations) of acquisition.
	6. Verifies necessary information shown on purchase requisition.

PROCEDURE:

Responsibility	Action
	<ul style="list-style-type: none">a. If information is incomplete, obtains by phone, or notifies originating department the need for additional information or clarification.
	<ul style="list-style-type: none">7. Selects supplier and inputs purchase requisition into the Purchasing Automated System.<ul style="list-style-type: none">a. If insufficient funds, message is received, contact Accounting for possible override.
	<ul style="list-style-type: none">8. Converts purchase requisition to purchase order.

Attachments:

1. Annual Authorized Signatures Form



TO: All Departments

FROM: Paul Sundeen
Asst. City Manager/CFO

SUBJECT: **ANNUAL AUTHORIZED SIGNATURES**

DATE: June 30, 2010

Please complete the following annual authorized signature designations for your department.
This will supersede any previous authorizations.

ANNUAL AUTHORIZED SIGNATURE DESIGNATION											
DEPARTMENT	DIVISION					PERIOD					
The following persons are authorized to approve/sign the various City Manager/Finance documents as specified by an "X" in the appropriate box. Please indicate dollar limit. Period indicates time frame that authorization(s) will be in effect.											
Typed/Printed Name Signature		Purch Req	Stores Req	New Stock	PO for Payment	RFP/ RFTW	Budget Trans.	Expense Stmnt	Cash Advance	Dollar Limit	
Name											
Sign											
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DEPARTMENT DIRECTOR SIGNATURE							DATE				