

CITY OF EUREKA

Category: FINANCE

POLICIES & PROCEDURES

Subject: OPEN PURCHASE ORDERS

Date Adopted: January 1, 1976

File Number 2.42

POLICY OBJECTIVE

To establish procedures for purchase of miscellaneous items.

ASSIGNED RESPONSIBILITY

City Manager, all Department Heads and Supervisors.

APPLICABILITY

Applicable to all City employees.

PROCEDURES

The following procedures shall be followed for issuance of an open purchase order to a vendor by an operating department.

1. To initiate an open purchase order at the beginning of the fiscal year, compile a list of vendors that will be utilized, along with the account number, and employees authorized to use the purchase order and forward to Finance.
2. Personnel authorized to purchase on the open purchase order may pick-up merchandise at the listed vendors.
3. A sales slip shall be obtained at the time of purchase and shall be forwarded to Finance for processing. Note the Open Purchase Order number on the top of the receipt.
4. At the end of the month, the vendor shall submit to the City of Eureka an invoice listing purchases made for that month. Finance will then reconcile sales receipts to the invoice and place in the Department's paperwork file for sign-off by the Department Head or authorized representative.