



PROCUREMENT PROCEDURE

SUBJECT: Purchase Order Authority

No. P-8

Effective: June 1, 2013

Approved: Constance P. Sanchez **Date:** 6-18-2013
Constance P. Sanchez
Director of Finance

1. Purpose

1.1 Establish a City-wide procedure defining: the guidelines regarding access to the Purchasing Module in the City's Enterprise Resource Planning System (ERPS); the information, training and testing requirements necessary to be granted authority to issue purchase orders; and financial controls related to separation of duties regarding purchase orders.

2. Scope

2.1 This procedure applies to all City employees, regardless of pay status or levels, who have or require access to the Purchasing Module in the City's ERPS as well as employees who:

- 2.1.1 Create purchase orders;
- 2.1.2. Match purchase orders to validation of receipt of goods or completion of work and authorize payment.

3. General Information

3.1 When the criteria of this procedure is met, City employees will be granted access to the City's ERPS to issue purchase orders for their respective departments. Temporary staff may be granted access to the ERPS but only with the approval of the Assistant City Manager with administrative authority over the department. All purchase orders issued in the City's ERPS must be in compliance with City Procedure P-7, Decentralized Purchase Orders.

4. Guidelines Regarding Access to Purchasing Module in ERPS

4.1 The Department Buyer will be granted access to the Purchasing Module in the City's ERPS only after:

- 4.1.1. The Department Director has completed, signed and submitted to the Assistant Director of Financial Services the ERPS PURCHASING

MODULE ACCESS AUTHORIZATION form authorizing access to the ERPS;

4.1.2. The Department Buyer has attended ERPS Purchasing Module Training; and

4.1.3. The Department Buyer has signed and dated the ACKNOWLEDGMENT FORM attached to this Procedure.

5. Information & Training Requirements

5.1 The Department Buyer must attend the Purchasing Module training provided by the City and pass an aptitude test prior to being granted initial access to the Purchasing Module of the City's ERPS. Purchasing Module training will cover the ERPS operation- and procedure-related requirements relating to departmental purchasing.

5.2 To maintain access privileges in the Purchasing Module of the City's ERPS, the Department Buyer must attend Purchasing Module refresher training and pass an aptitude test every twelve months. Purchasing Module refresher training will reinforce the ERPS operation- and procedure-related requirements relating to departmental purchasing.

6. Prohibited Activities

6.1 Using a purchase order for non-City purchases or personal expenditures, even if reimbursed by the employee.

6.2 Authorizing or directing an employee to use a purchase order in violation of this procedure.

6.3 Separate transactions (purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase).

6.4 Sequential transactions (purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase).

6.5 Component transactions (purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase).

6.6 Failing to provide receipts/invoices to support purchases.

6.7 Sharing your ERPS user id or password with another person.

VI CONSEQUENCES FOR VIOLATION OF THIS PROCEDURE

Failure to comply with this procedure will result in revocation of purchasing privileges and/or disciplinary action as the circumstances may dictate.

VII QUESTIONS REGARDING THIS PROCEDURE

Questions regarding this procedure shall be directed to the Assistant Director of Financial Services, or his designee at 826-3160.

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ERPS Purchasing Module Access Authorization Form

I, _____, Department Director for the _____ Department am requesting the below employee to be given access to the Purchasing Module of the City's ERP System.

I acknowledge that all purchase orders issued in the City's ERP System will be in compliance with all purchasing policies and procedures and State law governing procurement.

Employee's Name (Print)

Employee Identification Number

Director Signature

Date

Form Reviewed by:

Procurement Manager

Date

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Acknowledgement Form

I have received a copy of the City of Corpus Christi's **Purchase Order Authority Procedure, P-8**, and I understand that compliance with this Procedure is a condition of having access to the Purchasing Module of the ERP System.

I have carefully heard and/or read this Procedure and understand its content. I have been given an opportunity to ask questions about this procedure and receive explanations in English and/or Spanish.

As a user granted access to the Purchasing Module of the ERP System, I understand that I must comply with all policies, procedures, and manuals established for City procurement. I also understand that all purchases that I enter into the Purchasing Module of the ERP System must be in compliance with State law governing procurement.

I agree to comply with this Procedure. I understand that failure to do so or if I am found to have misused my privileges of being granted access to the Purchasing Module of the ERP System in any manner will result in my being in violation of this Procedure. Violation of this procedure will result in access to the Purchasing Module of the ERP System being revoked and subject me up to disciplinary action up to and including termination, and may result in prosecution.

Employee's Name (Print)

Employee Identification Number

Employee's Signature

Date

Department Name

Organization Number

Form Reviewed by:

Procurement Manager

Date