Village of Newcomerstown, Ohio
Purchasing Policy

All purchases require the department head to write a requisition for the purchase / service prior to the purchase of work being done. The requisition is then forwarded to the Fiscal Officer his / her approval. The Fiscal Officer will verify available funds and then a number is assigned. A requisition does not become an officially authorized purchase order until it has been signed by indicated parties and assigned a number by the Fiscal Officer. The completed purchase order is signed by the Fiscal Officer.

The invoice is submitted to the Fiscal Officer with the designated Purchase Order. NOTE: The Fiscal Officer will not pay for items from a Quote or a Statement. Items must be submitted on an invoice with the appropriate details.

VENDOR INFORMATION: It is the responsibility of the ordering department to ensure that the vendor being utilized has been established with the Fiscal Officer. The Fiscal Officer cannot issue a PO unless all of the information for a vendor is correctly assigned. This information includes: address, phone number, and tax identification number. W-9 Forms must be submitted for all new vendors.

SOLICITING OF BIDS

The Village Council, by resolution, may award a bid to the lowest responsive and responsible bidder. For a bidder to be considered responsive, the proposal must respond to all bid specifications in all material respects and contain on irregularities or deviations from the bid specifications that would affect the amount of the bid or otherwise provide a competitive advantage. For a bidder to be deemed responsible, the Village Council may request evidence from the bidder concerning:

a. The experience (type of product or service being purchased, etc.) of the bidder.
b. The financial condition.
c. The conduct and performance on previous contracts (with the Village or other agencies).
d. The ability to execute the contract property.

AWARDING OF BIDS

The Village Council shall approve all contracts resulting from competitive bids prior to being awarded. The Village reserves the right to reject any or all bids.

In situations in which the Village Council has resolved to award a bid to the lowest responsible and responsive bidder and the low bidder does not meet the considerations specified above the Village Council shall notify the bidder in writing by certified mail. The bidder may protest the award of a bid within five (5) days of the notification and the Village Council shall meet with the protesting bidder and then reaffirm or reverse its decision.

CONTRACTS FOR DEVELOPMENT AND IMPROVEMENT OF FACILITIES

All contemplated contracts professional design services such as from an architect or for construction management shall be in accordance with R.C. 9.33, 9.333, and 153.54 et seq.

LEASE-PURCHASE AGREEMENTS

Lease-purchase agreements entered into by the Village shall be in accordance with R.C. 3313.375. Such agreements shall be a series of not more than thirty (30) one-year renewable lease terms, after which time ownership is transferred to the Village if all obligations of the Village under the agreement have been satisfied.

STATUTORY REQUIREMENTS

Village of Newcomerstown, Ohio
Purchasing Policy

Several State laws govern the purchasing process. The requirements are as follows:

Certification of Fiscal Officer – each contract or order for the expenditure of money must be accompanied by a certificate of the fiscal offer of the subdivision that the amount required to meet the obligation or, in the case of a continuing contract to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the portion of the obligation to be performed in the fiscal year in which the contract is made, has been lawfully appropriated for such purpose and is in the Treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance. This certificate need be signed only by the subdivision's fiscal officer. Additionally, the subdivision may utilize blanket purchase orders for authorizing obligations for a particular purpose that do not extend beyond fiscal year end in the amount established by the City. A general certification of this type may be established for any appropriation line item and need not identify a specific vendor. This type of purchase order for routine recurring items or for unanticipated emergencies.

"Super" Blanket Certification of the Availability of Funds – The super blanket certification permits the fiscal officer to certify any amount from a specific line-item appropriation. The certification is authorized to be outstanding for any period up to the end of the fiscal year and more than one (1) certificate is permitted to be outstanding at one time. The certification must identify a specific line item appropriation in a specific fund. The certification may be limited to a specific vendor, if desired. A list of obligation incurred and expenditures made under each certification must be maintained by the fiscal officer.

Purchases that may be made through the use of a super blanket certificate are the services of an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor, or appraiser by or on behalf of the subdivision; fuel, oil, gasoline, food items and utilities; and any purchase exempt from competitive bidding under R.C. 125.04

and any other specific expenditure that is a recurring and reasonably predictable operating expense.

Then and Now Certification – it is intended that the Fiscal Officer's certification be secured at the time a purchase order is issued or a contract is executed. If a timely certification was not obtained, contracts or purchase orders may be certified at the time of payment but the certification must indicate that both at the time the order was placed (then) and at the current time (now) a sufficient sum was appropriated for the purpose of such a contract and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances. This type of PO is only to be used rarely. Occasionally, when a PO was not requested before a purchase. The excess need for "Then and Now Certification "from any department will be reported directly to the Village Council or Board of Public Affairs to be addressed and corrected. Employees may be held personally responsible for anything purchased without a properly-signed purchase order authorization.

LEASING

The Village may acquire equipment as defined in law by lease, by installment payments, by entering into lease purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

CREDIT CARDS

The Village Council has authorized the Fiscal Officer to implement procedures for the use of Village credit cards for the following uses:

Travel – Credit cards may be used by employees with approval from the Fiscal Officer for official business – related expenditures for hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency village vehicle repairs, and other travel related expenses as authorized by the Mayor or Fiscal Officer. In

Village of Newcomerstown, Ohio
Purchasing Policy

addition the assigned individual may use the village credit card for conference and class registrations. Out-of-state travel and Out-of-state registrations require the Mayor or Fiscal Officer's pre-approval.

Purchases – The assigned credit cards may be used for ordering supplies, including on-line and in store purchases, under $2,500 when purchases order is approved.

Village credit cards shall not be used for cash advances or personal purchases.

All credit card expenditures are contingent upon the Village Fiscal Officer's approval of the monthly statement of transactions. If an expenditure is deemed inappropriate, the assigned credit card holder will be fully responsible for reimbursing the village.

Receipts must be obtained for each credit card transaction and submitted to the Fiscal Officer immediately. The purpose of the charge and the name of the individual involved must be clearly written on the receipt. Receipts are to be saved and retained by the assigned individual. In the event a receipt is lost or destroyed, the assigned card holder will be fully responsible for reimbursement unless other documentation is obtained and accepted by the Fiscal Officer.

The assigned individual is responsible for contacting the vendor when supplies purchased with the credit card are not acceptable and for arranging a return for credit or exchange or if amount charged is incorrect.

The Fiscal Officer is responsible for administration of the cards to include, but not limited to; selection of card provider, payment of credit card bills, managing the issuance of cards, and insuring proper use.

The Fiscal Officer will disallow use of the assigned village credit card for violation or misuse of the credit card in accordance with this policy.

Any exception so this policy, must be approved in advance by the Fiscal Officer or Mayor.

Village of Newcomerstown, Ohio
Purchasing Policy

Assigned individuals will sign a Credit Card User Agreement, see attached A, before they are eligible to use any village credit card.

Credit cards are to be returned to the Village Fiscal Officer immediately upon ending employment with the village.

REQUIREMENTS

Village Council request that any expenditure exceeding $5,000.00 to be brought to council by the department head for approval. In the event of an emergency, the department head is authorized to act accordingly to continue normal operations; however, it is the department head's responsibility to report the event with details to council at the next regular scheduled council meeting.

Before the Fiscal Officer places a purchase order, s/he shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the Village. All purchase orders shall be numbered consecutively.

In the interest of economy, fairness, and efficiency in its business dealings, the Village requires that items commonly used in the various departments or units thereof, be standardized whenever consistency with operational goals can be maintained.

No purchases shall be allowed without a properly-signed purchase order. Employees may be held personally responsible for anything purchased without a properly-signed purchase order authorization.

In the event of any emergency purchase, the employee authorizing the purchase **must** report all information to the Fiscal Officer the next business day. If the Fiscal Officer does not agree that this purchase was truly an emergency and the funds are not available, the employee authorizing the expense may be held personally responsible.

Village of Newcomerstown, Ohio
Purchasing Policy

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PASSED THIS _____ DAY OF _____ 20____.

Approved:

_____

James A. Friel, Mayor

Attest:

_____

Lisa M. Stiteler, Fiscal Officer

I have received a copy of the Village of Newcomerstown's Purchasing Policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment for the Village of Newcomerstown.

I understand that if I have questions, at any time, regarding the purchasing procedure, I will consult with the Fiscal Officer.

Please read the purchasing policy carefully to ensure that you understand the policy before signing this document.

Department:_____

Village of Newcomerstown, Ohio
Purchasing Policy

Signature:

_____ Date: _____