

City of Tiffin

Purchasing Policies and Procedures

I. POLICIES

- A. It shall be the responsibility of each Department Head to ensure that purchasing policies and procedures are followed in his/her department.
- B. The Department Head shall be responsible for authorizing all purchases for his/her department and approving all invoices for payment.
- C. All invoices shall be forwarded to the City Clerk's Office in a timely manner to expedite processing.
- D. Where possible, Department Heads are encouraged to coordinate their purchasing activities with other departments to obtain best possible purchasing prices and benefits.

II. PROCEDURES

- A. The purchase of any products or materials with a cumulative value less than \$500.00 can be purchased by the department head without the approval of the City Administrator. Purchases in excess of \$500.00 but less than \$1,000 shall require the approval of the City Administrator and at least two competitive quotations if necessary or applicable. Quotations can include documented catalog prices or telephone quotes from vendors. Price, while an important factor, is not necessarily the primary factor in selection of products and services.
- B. The purchase of any products or materials with a cumulative value in excess of \$1,000 but less than \$5,000 and in the official City Budget can be approved by the City Administrator. Those purchases shall require at least two written quotations from two separate suppliers unless there are specific, and documented, reasons to select a particular vendor, and prior approval of the City Administrator.
- C. Purchases of products and materials in excess of \$1,000 but less than \$5,000 and not included in the official City Budget shall require prior City Council approval. Purchases of products and materials in excess of \$5,000 included in the official City Budget, except those purchase items listed in Section III, Part F below, shall require prior City Council approval. In both cases, an emergency purchase situation shall be exempt from this requirement and the Council shall be notified as soon as practical with an explanation of the need for the emergency purchase.

III. ADDITIONAL PURCHASE PROCEDURES

- A. In emergency situations, the Department Head may authorize purchases without the approvals required above, but in such cases, the purchases must be submitted as soon as practical to the City Administrator with an explanation of the need for emergency action.

- B. The following purchase items are exempt from the purchasing policy requirements:
 - 1. Utility bills, postage meter and copier expenses and similar recurring budgeted operating expenses.
 - 2. Expenses based upon previously approved contracts or leases.
 - 3. Products or services for resale.
 - 4. Expenditures approved by the City Council.