

(First published in the Great Bend Tribune on 1-15, 2021)

**ORDINANCE NO. 350**

**AN ORDINANCE REGULATING THE PROCESS OF SPENDING FOR THE CITY;  
AMENDING THE TABLE OF CONTENTS AND CHAPTER I OF THE PAWNEE  
ROCK CITY CODE BY CREATING THE ADDITION OF ARTICLE 8. PURCHASING  
POLICY.**

BE IT ORDAINED by the Governing Body of the City of Pawnee Rock, Kansas:

**SECTION 1:** The Table of Contents for CHAPTER I. ADMINISTRATION of the Pawnee Rock City Code is hereby amended to read as follows:

- CHAPTER I. ADMINISTRATION
- Article 1. General Provisions
  - Article 2. Governing Body
  - Article 3. Officers and Employees
  - Article 4. Personnel Policy and Employee Benefits
  - Article 5. Oaths and Bonds
  - Article 6. Open Records
  - Article 7. Investment of Public Funds
  - Article 8. Purchasing Policy

**SECTION 2:** Section 2 of CHAPTER 1. ADMINISTRATION is hereby amended to add an additional article, Article 8, which shall read as follows:

**ARTICLE 8. PURCHASING POLICY**

1-801 PURCHASING POLICY. This purchasing policy establishes guidelines which shall govern all purchases of goods made on behalf of the City of Pawnee Rock, Kansas. This policy is meant to ensure responsible spending and to promote accountability to the taxpayers of Pawnee Rock, Kansas.

1-802 DEFINITIONS. Whenever used in this article, the following terms shall be defined as follows:

- a) Certification - means formal procedure by which the City Clerk assesses and verifies available funds.
- b) Company – means The City of Pawnee Rock
- c) Competitive Pricing – means obtaining a proposed price or proposal by reference to the prices of comparable competitive products.

- d) Competitive Proposals – means price quotes from prospective vendors in response to a request for proposal, a request for quotes, or other written or oral requests for comparable prices.
- e) Department Head – means those appointed or hired officials in charge of a department.
- f) Emergency Purchases – means those unforeseeable purchases necessary to be made on the day the need is discovered to continue uninterrupted service to Pawnee Rock.
- g) Non-Routine Purchases – means purchases that are irregular, or first-time purchases.
- h) Purchase Order – means a document sometimes required when needing to make a purchase, indicating they wish to purchase goods, or services from a seller.
- i) Routine Purchases – means purchases that are performed as part of a regular procedure.

1-803            INVOICES. The City Clerk(s) will open all invoices that come in the mail and will pay the preapproved bills. The City Clerk(s) will bring the remaining bills to council for approval at the next scheduled city council meeting. (Ord. 329)

1-804            ROUTINE PURCHASES. (a) For routine purchases of \$500.00 and over:

1. Get a purchase order form from the City Clerk’s office
2. Fill out the purchase order completely
3. Return purchase order to City Clerk
4. Wait for approval\*

\*Routine purchases of \$500.00 and over will be discussed for approval at the next scheduled City Council meeting.

(b) A purchase order is not needed for routine purchases of \$499.99 and under, however, the department head shall check on fund availability prior to purchase. The City Council reserves the authority to withdraw any or all approval authority for any department head.

(c) Totals for all routine purchases monthly are not to exceed \$1,000.00. Department heads will need City Council approval for monies needed spent above said amount or receive Mayor approval for up to \$500.00 more.

1-805            NON-ROUTINE PURCHASES. For non-routine purchases:

1. Get a purchase order form from the City Clerk’s office
2. Fill out the purchase order completely
3. Return purchase order to City Clerk
4. Wait for approval\*

\*Non-routine purchases will be discussed for approval at the next scheduled City Council meeting.

1-806            EMERGENCY PURCHASES. (a) For emergency purchases:

1. Get a purchase order form from the City Clerk’s office
2. Fill out the purchase order completely
3. Provide the purchase order to the Mayor for approval

(b) The City Council will be notified prior to the next scheduled city council meeting setting forth the reason the purchase was an emergency need.

1-807 COMPANY CREDIT CARDS. (a) Any department head having access to credit cards must sign a credit card use agreement.

(b)The agreement must state: Use of this card is limited to business purposes authorized by the City of Pawnee Rock only; You agree to provide proof of purchase for every purchase; You agree to return the card immediately upon termination of employment for any reason(including retirement); You agree to report lost, stolen, or misused cards immediately; You will be held personally liable for the total dollar amount of any improper charges and interest incurred, plus any administration fees, including attorney fees; Any personal, unauthorized or illegal charges with credit cards may result in disciplinary action which may mean returning the card, up to and including termination of employment.

1-808 RECIEPTS. All packing slips, freight tickets, credit slips, etc. will be turned in to the City Clerk's office immediately following the receipt of the merchandise, with designated department. When purchases are made locally on credit accounts, the employee signature and the department to which the purchase is to be charged must be designated on the ticket at the time of purchase.

1-809 DISCIPLINARY ACTION When making purchases for goods/ services with the City of Pawnee Rocks monies in any form, the person making said purchase will be held personally liable for the total dollar amount of any improper charges incurred, plus any administration fees, including attorney fees. Any personal, unauthorized or illegal charges with credit cards, purchase orders, or petty cash, may result in disciplinary action including, but not limited to, returning the company credit card, termination of employment, or other appropriate disciplinary action.

1-810 COMPETITIVE PURCHASES When the purchase price for an item(s), good(s) or service(s) having a price of less than \$1,500.00, the Department Head may purchase the item without obtaining competitive pricing or proposals. However whenever possible, the Department Head should use competitive pricing/proposals for any purchase over \$1,500.00.

1-811 COMPETITIVE BIDDING Alteration of a public improvement to satisfy requirements governing accessibility for persons with disabilities shall be accomplished by use of competitive practices. In the case of new construction, an addition, or other substantial alteration to a public improvement with an estimated cost:

1. Of ten thousand dollars (\$10,000.00) or less, the city shall utilize competitive practices in the awarding of a contract
2. In excess of ten thousand dollars (\$10,000.00), the city shall utilize a sealed bid process in the awarding of a contract. If all bids exceed the engineers estimate, the city manager shall provide a report to the governing body citing reasons why the bids exceeded the engineers estimate. The governing body may award the contract notwithstanding the fact it exceeds the engineers estimate based upon a finding that such an award is in the public interest and that adequate funds are available to complete the project.

The City Council reserves the right to choose not to use competitive bidding under certain circumstances they may deem appropriate.

In cases of public emergency, the city manager may enter into contracts for construction, reconstruction or repair to public improvements on an expedited basis necessary to protect the public health and safety. (Res. 56)

1-812 WRITTEN CONTRACTS (a) The City Clerk will review all contracts for purchases of goods or services. The City Clerk shall maintain a file of all contracts involving purchases of goods or services pursuant to this policy. The City Clerk may sign contracts with a value of \$999.99 or less.

(b) The Mayor or President of the City Council, or his/her designee, shall sign all contracts with a value of \$1,000.00 or more.

**SECTION 3:** All other Ordinances contrary to the provisions of this ordinance are hereby repealed.

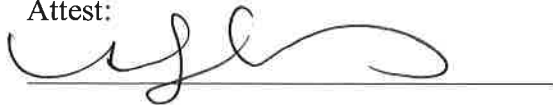
**SECTION 4:** This Ordinance shall take effect and be in full force from and after it's adoption, passage and publication in the Great Bend Tribune.

**PASSED BY THE CITY COUNCIL OF PAWNEE ROCK AND APPROVED BY THE MAYOR this 11<sup>th</sup> day of January, 2021**



Terry A. Mead, Mayor

Attest:



Marisa Mommens, City Clerk