



City of Arts & Innovation

City of Riverside Administrative Manual

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Policy Owner(s): Finance Department

Approved:

Charles Mike Fitzrell

Department

City Manager

SUBJECT:

Purchase Requisition

PURPOSE:

To provide guidance for the use of Purchase Requisitions for the procurement of all goods, services, and construction.

SOURCE OF AUTHORITY: Purchasing Resolution – Article Eleven

POLICY:

A properly completed Purchase Requisition is required from all departments requesting materials, supplies, equipment, services, and construction prior to any order for the purchase or receipt of goods or services except as provided for by City Council resolution. No requisition shall be broken into smaller units to circumvent limitations imposed by such resolution. Unrelated items requested by a department may be separated to provide different lists to suppliers dealing in different commodity classes.

PROCEDURE:

Responsibility	Action
Originating Department	1. Annually updates their department's authorized signature list in the Authorized Signature Portal and informs the Chief Financial Officer/ Treasurer or his/her designee of employees authorized to commit department funds and sign Purchase Requisitions by submitting Annual Authorized Signatures Form. (Attachment 2)
Finance Administration	2. Maintains the Authorized Signature Portal containing the current roster of employees authorized to sign Purchase Requisitions.
Originating Department	3. Prepares electronic Purchase Requisition stating place of delivery, when needed, the purpose for which the purchase is requested, states clear description of the item(s) or services and the funding code from which the cost is to be paid, and obtains approval.

PROCEDURE:

Responsibility	Action
	<p>4. Obtains approval from City Council or Board of Public Utilities, if required, and indicates approval date on purchase requisition and attaches copy of City Council or Board memorandum.</p> <p>5. Attaches associated agreements, quote(s), change order documentation, etc. as applicable. (Attachment 1)</p> <p>6. If working with a new vendor:</p> <ul style="list-style-type: none">a. Enter TBD for vendor name and follow PO Vendor Set-Up Procedures established by the Finance Department.b. Direct vendor to Risk Management's Certificate of Insurance (COI) Portal to upload Insurance. (Attachment 3) <p>7. Verify the vendor is operating with a valid Riverside Business Tax Certificate if the Vendor will be conducting their service on City property.</p> <p>8. When applicable, validate contractor's license through the Contractor's State License Board website, and verify Department of Industrial Relations (DIR) registration.</p> <ul style="list-style-type: none">a. CSLB - Check A License - CSLB (ca.gov)b. DIR - Registrations (force.com)
Purchasing	<p>9. Reviews Purchase Requisition to determine the supplier source and procurement method (formal bid, informal bid, open market bid, or negotiations) of acquisition.</p> <p>10. Verifies necessary information is shown on purchase requisition.</p> <ul style="list-style-type: none">a. If information is incomplete, obtains by phone, or notifies originating department the need for additional information or clarification.b. If Insurance or Business Tax is deficient, requisition reassigned to appropriate Division for approval.c. If Vendor remains non-compliant after 3 business days, requisition is "Cancelled" and department notified by email. <p>11. If insufficient funds message is received, contact Budget Office for possible override or inform the originating department that a budget transfer is required.</p> <p>12. Converts purchase requisition to purchase order.</p> <p>13. Adds Agreements and updates Contract Management module when applicable.</p>

Attachments:

1. Purchase Requisition Checklist
2. Authorized Signature Form Portal Instructions and Form
3. Certificate of Insurance Portal Instructions
4. Good Faith Effort Affidavit Form



CITY OF RIVERSIDE

GOOD FAITH AFFIDAVIT

In accordance with Purchasing Resolution 24101, Sections 605, 606, and 607, this Good Faith Effort Form is to be completed by City of Riverside employees who are submitting Purchase Requisitions under \$10,000 and have selected a vendor not located within the City of Riverside. This form documents the consideration of local preferences and acknowledges the exceptions under specific circumstances as detailed in the Resolution.

EMPLOYEE INFORMATION

Name

Department

Position

Date of Requisition

Requisition Number

SELECTED VENDOR INFORMATION

Vendors Name

Address (outside City of Riverside)

Contact Information

JUSTIFICATION FOR NON-LOCAL VENDOR SELECTION

Given the local preference outlined in Section 605, please provide a detailed justification for selecting a non-local vendor, including the considerations made regarding price, quality, terms, delivery, and service reputation:

GOOD FAITH EFFORT DECLARATION

I affirm that a good faith effort was made to obtain goods from local vendors as defined in Section 605, considering the constraints of price, quality, terms, delivery, and service reputation. However, under the specific circumstances of this procurement, the selected non-local vendor was determined to provide the best overall value.

EMPLOYEE SIGNATURE

Signature

Print Name

Date

Please attach this form to the Purchase Requisition under \$10,000 and ensure it is filed within the procurement documentation. Your cooperation in following the City of Riverside's purchasing policies and your efforts in supporting our local economy and environmental sustainability are greatly appreciated.