



City of Arts & Innovation

City of Riverside Administrative Manual

Effective Date: 07/2003
Last Review Date: 12/2022
Latest Revision Date: 12/2022
Next Review Date: 12/2025
Policy Owner(s): Finance Department

Approved:

Michael D. Moore
Michael D. Moore (Dec 29, 2022 17:10 PST)

Department
City Manager

SUBJECT:

Purchase Orders

PURPOSE:

To provide guidance for the use of purchase orders that expedite and control buying for the City and authorize encumbrance of funds for payment of supplies, services, and equipment.

SOURCE OF AUTHORITY: Purchasing Resolution Article Eleven

POLICY:

All procurement of goods, services, construction, and design-build shall be made by Purchase Order in accordance with the City's current Purchasing Resolution. Materials, services, or equipment shall be ordered, picked up, or received with a properly executed Purchase Order having first been delivered to the supplier. Exceptions are made for emergency purchases, as defined in the Purchasing Resolution, and purchases where the use of a procurement card or Request for Disbursement (RFD) is authorized.

PROCEDURE:

| Responsibility | Action |
|----------------|--|
| Purchasing | <ol style="list-style-type: none"> 1. Prepares Purchase Order after all required procedures for selection of suppliers have been met. <ol style="list-style-type: none"> a. Verifies approval from City Council or Board of Public Utilities was obtained, if required. b. Obtains notification of signed contract from Legal Department, where applicable. c. Procurement and Contract Specialist signs Purchase Order for amounts up to \$250,000. d. Purchasing Manager signs Purchase Order amounts up to \$1,000,000. |

PROCEDURE:

| Responsibility | Action |
|------------------------|--|
| | 2. Obtains City Manager, or his designee, approval for purchases of \$1,000,000 and over. |
| | 3. Distributes all copies of Purchase Order as applicable. |
| | 4. Links Purchase Order to Contract Module where applicable. |
| Originating Department | 5. Forwards Request for Purchase Order Follow-up to Purchasing when supplier has not made delivery by "DATE PROMISED" on Purchase Order. |
| Purchasing | 6. Makes verbal or written request of supplier for shipping information, notifies Originating Department of revised shipping date. |
| Supplier | 7. Delivers the materials, supplies, or equipment to the address designated on Purchase Order. |
| Originating Department | 8. Receives materials, supplies, or equipment in accordance with Receiving and Payment for Supplies Policy (07.011.00). |
| Purchasing | 9. Resolves discrepancies, if any, associated with materials, supplies, or equipment received. |