City of Riverside
Administrative Manual

Effective Date:	07/2009
Review Date:	07/2012
Prepared by:	City Mgr/Finance

Approved:

_____ Department

City Manager

SUBJECT:

Vendor Record Database Management

PURPOSE:

To provide policy and procedures for the management of the City's Financial Vendor Record Database.

POLICY:

The City will manage a vendor database system within the current financial and sub-database management system. This database will be managed by the CM-Finance Division. Vendors will be maintained within the database system on an as needed basis only. "As needed basis" refers to any vendor that has or will receive payments issued by the City.

PROCEDURE:

Responsibility	Action
Purchasing	❑ Upon receipt of an approved purchasing requisition where the vendor is not in the Vendor Database System, a staff member of the Purchasing group will obtain the required vendor information. An authorized purchasing staff member will then create a vendor record by entering this information into the vendor database. Authorized Personnel: Purchasing Services/Risk Manager Sr. Procurement & Contracts Specialist Procurement Contracts Specialist Procurement Administrative Assistant Office Specialist
Accounts Payable	❑ Upon receipt of an approved RFP (Request for Payment) where the vendor is not in the Vendor Database System, a staff member of the Accounts Payable group will obtain all required vendor information. An authorized AP staff member will then create a vendor record by entering this information into the vendor database. Authorized Personnel: Accounts Payable Supervisor Accounting Technician Account Clerk

PROCEDURE:

Responsibility	Action

❏ Additions or Changes: Any additions or changes of authorized personnel must be done by completing a MAC Account Request Form and submitting it to the IT department.

Purchasing & Accounts Payable

❏ Vendor records will be maintained in the database system for a minimum of 7 (seven) years from the date the last payment was issued. At fiscal year end an archiving of inactive vendors will be performed.

Vendor records must contain at a minimum:
Full Name:
SSN or TIN:
Status:
Type Code:
Address:
City:
State:
Zip Code:
Country Code:
Phone Number:

❏ Additional information may be required based on system requirements for various functions.

❏ Revisions or updates to vendor records will be done on an as needed basis by the section which originally loaded the vendor information.

❏ Editing the vendor TAX ID or Social Security number is not permitted unless no payments have been issued to the vendor. Any changes to the Vendor TAX ID or Social Security number can only be done by creating a new vendor record and inactivating the previous record. Vendor records with Social Security numbers will be coded such that only authorized AP personnel are allowed access.

❏ All vendor records must contain a Status Code. AC = Active, IN = Inactive, or PN = Pending required information. Only Authorized AP or Purchasing Staff members are allowed to change the status code.

❏ Vendor records can only be deleted if the vendor record was entered in error and there are no existing payment records.