



Request for Purchase Order/Contract

Name of Requestor: _____ Date: _____

Department: _____

Bars No: _____ If Capital Project, PM Code _____

Vendor: _____

Purchase Order Amount: _____

Type of work: Check one – verify with Contracts Coordinator and/or Director

Professional Services ____

Materials Only ____

Maintenance/Repair ____ **(Prevailing Wage Required)**

New Construction ____ **(Prevailing Wage Required)**

For all work requiring Prevailing Wage, Notify vendor to include prevailing wage in their quote and that payment will not be made unless a Statement of Intent and Affidavit are included with the invoice. All work requiring prevailing wage shall be routed through the Contracts Coordinator.

Description of work:

Quotes:

- 1. Vendor _____ Amount \$ _____
- 2. Vendor _____ Amount \$ _____
- 3. Vendor _____ Amount \$ _____

Phone ____ or Attached ____

Requirements:

Verify Vendor is Licensed and Bonded ____

Notified Vendor Prevailing Wage may be required. _____ (N/A for professional service)

Insurance _____

W9 to provided before PO Issued ____

City Business License _____ (if work is over \$2,000 over the course of one year)

Check Debarment _____ (Y/N)

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

DO NOT INCLUDE THIS PAGE

Notes for staff:

Purchase orders are a way to obtain advanced approval to meet requirements under signing limits. They can be used in place of a contract with approval of the Director. The Director and Manager may need to consult with legal to determine if a contract is recommended or not. Sometimes, the purchase order number is provided to the lowest price vendor as evidence of the City's commitment to pay for the services. After the work is complete, the vendor invoices the City with the purchase order number references. The invoice amount should be verified against the original purchase order amount. If the invoice is higher than the purchase order amount, staff members will be required to provide justification in writing. It is common that for this type of work, unforeseen conditions are encountered and must be approved by the employee.

Signing of the invoice is required before payment is issued. When a request for PO form has been used for prior approval, then staff can attach the signed request for PO form to the invoice. Staff who is most qualified to review the work completed or the goods received can sign off on an invoice with the signed PO request form attached.

Purchase orders are only appropriate for projects/services that do not require special insurance provisions, liability, warranties. Purchase orders streamline the ability of contractors who normally perform work for municipal clients.

Prevailing wages are due for work that involve maintenance and repair services. Staff must notify that prevailing wages are due for this type of work when requesting for quotations. The Vendor is required to file a statement of intent and affidavit for work over \$2,500 and provide it to the City in order to be paid.

The City allows invoice payment for materials/equipment-only purchases in any amount, per purchasing policy.

Signing Limits:

City Manager \$75,000

Director \$25,000

Manager as authorized by the Director (Recommended \$7,500)