

TO: Finance/Personnel Committee
FROM: Happy Welch, City Administrator
DATE: October 4, 2017
SUBJECT: Amended Purchasing Policy

Type of Item: *Approval*

The State Audit report Section 4 was critical of the current Harrisonville purchasing policy and I am bringing a revised purchasing policy for your approval. With review help from Attorney Fairfield, we are establishing this policy outside of the code book but it will be published on the website and can only be amended by approval of the Board.

This policy establishes the following:

1. Sets up three different purchasing categories depending on the purchasing amount and the requirements for staff to make purchases in those ranges.
2. Establishes a procedure for procuring professional and maintenance services as recommended by the Audit.
3. Establishes a change order policy as recommended by the Audit.
4. Establishes a procedure for selling unused equipment online.
5. Is a blend of the best parts of the current policy and the proposed policy. The proposed language has been vetted by two different attorneys prior to this version and has been determined to follow state statute requirements.

1. Action Item (ID # 2657)

Amended Purchasing Policy

Attachments:

Purchasing Policy - Redline jf - SENT TO Happy 10-13-17 FINAL - CLEAN COPY (PDF)

Current Purchasing Policy (PDF)