

City of Alton, Texas Procurement Policies and Procedures



August 2015

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ACKNOWLEDGMENT FORM

2015 PROCUREMENT POLICIES AND PROCEDURES

I, _____, hereby acknowledge receipt of the City of Alton's 2015 Procurement Policies and Procedures. As an employee of the City of Alton, I agree to comply with all purchasing regulations and adhere by the following:

- No city employee shall accept or solicit any money, property, service or thing of value by the way of gift, favor, loan or otherwise when he/she is aware or should be aware that this is being offered or given with the intent to unlawfully influence such person in the discharge of official duties or in return of having exercised or performed official duties.
- No city employee shall grant special consideration or treatment to any individual and/or organization beyond that which is available to every other person and/or organization.
- No employee shall transact business on the city's behalf with an entity that he/she has a financial interest in.

I understand that violations of purchasing policies and procedures are causes for disciplinary action up to and including termination and a copy of this acknowledgement form will be placed in my official personnel file.

Employee Signature

Date

Department

Foreword

Throughout the Purchasing Manual there are references to actions requiring the approval of the City Manager. It should be noted that the “City Manager”, as far as this manual is concerned, refers to either the City Manager, or Assistant City Manager. The City Manager has delegated the authority to the Assistant City Manager to act in the City manager’s behalf with regard to purchasing or procurement matters at the time of his absence.

Mission Statement

The City of Alton Finance Department strives to comply with the legal requirements of public purchasing as set forth in Texas State Statutes, the City Charter and adopted City Ordinances. Its goal is to provide procedures and guidelines to assist each department to efficiently manage, control and plan their available resources to meet present and future departmental needs to help the City of Alton receive the maximum value for each public dollar spent.

Section 1. Procurement Policy

It is the policy of the City to conduct procurement functions efficiently, effectively and in full compliance with all applicable State laws, City Charter, and City Ordinances. This policy and procedure manual outlines the rules and regulations for purchasing goods and services and provides open and fair competition for vendors and contractors. The authority to contract for all goods and services and make all sales rests with the City Manager. Additionally, selected head personnel in the City's departments are authorized to make purchases as provided herein.

Unauthorized personnel who attempt to contract on behalf of the City of Alton, or personnel making unauthorized purchases outside of the guidelines of this manual, may be subject to disciplinary action, legal action, and personal financial liability. This includes any situation in which a person makes or authorizes separate, sequential, or component purchases in an attempt to avoid competitive bidding requirements.

If a city employee fails to comply with the competitive bidding and/or competitive proposal procedures required by Statute, that employee may be convicted of a Class B misdemeanor. In a case in which the employee commits an offense in which the officer or employee intentionally or knowingly violate the Statute, this may result as a Class C misdemeanor.

(Texas Local Government Code Chapter 252.062 (a) (b) (c)).

Responsibility

Each city employee authorized to purchase goods, supplies, equipment, and/or services must ensure the familiarity of the purchasing procedures established. These general guidelines are to be followed by all employees and Department Heads in the procurement process.

Duties

City Manager – The City Manager oversees compliance with all procurement requirements for the purchase of all goods and services established by Texas State and Local Government Codes and the City Policy and Procedures by means of this manual.

Finance Director –The Finance Director will administer the purchasing rules and regulations as established by Texas State and Local Government Codes.

1. Ensure all procurement activities are conducted with the highest level of integrity and ethical standards.
2. Provide suppliers a fair opportunity to compete for City business and protect public funds.
3. Ensure purchases are made accordingly to adopted budget and procedures.

4. Maintain records of capital assets.
5. Determine and implement the most appropriate method of disposal of salvage/surplus property in accordance with applicable procedures.

Requesting Department Directors – The Department Directors will comply with all procurement policies and procedures outlined in this manual. The Directors shall purchase the proper goods and services to suit the City’s need while guarding the misappropriation of funds.

1. Plan purchase requirements accordingly to allow sufficient time to obtain bids, quotes or proposals.
2. Ensure adequate funds are appropriated.
3. Provide specifications for goods and services requested.
 - a. Delegate individuals as needed within the department who have been properly trained to prepare and issue requisitions, specifications and request Purchase Orders in accordance with this manual.
4. Expenditures not included in the budget must have approval of the City Manager before quotes, bids or proposals are obtained.
 - a. Approval issued by the City Manager shall be attached to the expenditure request form.
5. Provide documentation of any vendor’s failure to perform as contracted.
6. Manage department expenditures.

Section 2. Purchasing Process

Expenditure Authority

The City has attempted to incorporate local, state, and federal laws into this manual. The City, however, does not warrant that these policies include all such laws. Local, state, and federal laws will prevail over these rules where applicable. Contracts and/or agreements obligating City funds shall not be signed by any city employee unless authorized by the City Manager.

Purchasing Limits

Purchases of less than \$1,499

- a. Purchases less than \$1,499 do not require competitive bidding or quotation forms, but require either a purchase order or a check request form approved prior to the goods or services being ordered. Directors or their approved designees, make purchases of less than \$1,499. Department Directors are encouraged to compare quotes for competitive prices.
- b. Properly executed Expenditure Request Forms must be forwarded to the Finance Director with the appropriate sales slip, invoice and/or receipt attached. The invoices, sales slips, or receipts must be original.

Purchases of \$1,500 to less than \$2,999

- a. Purchases of \$1,500 to less than \$2,999 will require a written quotation from at least two (2) vendors.
- b. An Expenditure Request Form must be submitted to the Finance Department for authorization prior to the goods or services being ordered.
- c. The required two written quotes must be supplied by the vendor unless the purchase is made through a purchasing cooperative who assumes the responsibility to competitively bid the goods or services. The vendor's cooperative member number must be shown on the quotation.
- d. If the requesting department is unable to secure the required two (2) quotations, a notation explaining why only one qualified response was obtained should be included on the Expenditure Request Form.
- e. If, for whatever reason, the good or service is only available from one vendor, then an explanation of that fact should accompany the requisition, giving a brief description of why that good or service must be so narrowly specified as to preclude other vendors.

Purchases of \$3,000 to less than \$49,999

- a. Purchases of \$3,000 to less than \$49,999 will require written quotations from at least three (3) vendors.
- b. State Law (Local Government Code 252.0215) requires that purchases of more than \$3,000 but less than \$49,999 require contacting two (2) Historically Underutilized Business (HUB) on a rotating basis, to give them a chance to bid on a product or service. The Texas Comptroller of Public Accounts has a Centralized Master Bidders List (CMBL) where HUB vendors in Hidalgo County can be found. If the list fails to identify a HUB in Hidalgo County, then this requirement is void.
- c. An Expenditure Request Form must be submitted to the Finance Department for authorization prior to the goods or services being ordered.
- d. The Finance Director will issue a Purchase Order number when proper authorization is obtained from the City Manager.
- e. For an emergency purchase, the Department Director shall follow procurement guidelines for such purchases (see Section 2. Purchasing Process-Exemptions for Bidding Process-Emergency Purchases).
- f. City Council must approve in advance a non-budgeted expenditure of more than \$25,000.

Purchases of \$50,000 or More

- a. The City Commissioners must approve all Purchase Orders and/or Contracts with an anticipated annual expenditure of \$50,000 and above (*as per Ordinance 2015-09*).
- b. Purchases that are expected to be more than \$50,000 are required to be purchased through competitive sealed bidding or competitive sealed proposal procedure for the purchase of goods and services, including high technology items.
(*Texas Local Government Code 252.021*).

Petty Cash Purchases

- a. Petty cash disbursements of \$50 or less should only be used for small incidental expenditures and not as a method to bypass the City's purchasing process.
- b. The purpose of petty cash fund is to provide departments with ready cash for the payment of various small expenditures, such as postage, water, ice, and the like.
- c. The individual receiving the money must sign a petty cash receipt to acknowledge acceptance of funds.
- d. Original purchase receipts must be approved by the Department Head and turned in to finance department.
- e. The cash should be kept in a locked drawer in petty cash box with the key in custodian's possession.
- f. A petty cash book must be used to document disbursement of cash.

General Purchasing Provisions

General Rules Applicable to all Contracts

- a. According to Department Head requisition, the Finance Director shall charge a purchase to the appropriate account number, which should have available budgeted funds.
- b. In case the appropriate account does not have available funds, the Department Head should request a budget amendment transferring funds between accounts within the same department.
- c. No City employee should knowingly make or authorize any separate, sequential or component purchases to avoid the purchasing limits.

Sealed Bid/Proposal Procedure

- a. The Department Head shall develop specifications for the purchase of goods and services, based upon standards appropriate to meet the City's needs. The specifications are forwarded to the City Manager for approval.
- b. The Department Head, or designee, shall develop Public Notice of the time and place the bid will be opened. This information must be published in the official newspaper once a week for two consecutive weeks prior to the time set for bid opening. The date of first publication must be at least 14 days before bid opening date.
- c. The Department Head, or designee, shall mail or deliver an "Invitation to Bid" to potential bidders at least two weeks prior to the time of the public bid opening.
- d. All bids received must be filed unopened.
- e. On the date and time designated in the public notice, the bid shall be opened and read aloud at a public meeting.
- f. The Department Head, or designee, shall prepare a written tabulation of the bids received and draft a memorandum to the City Manager indicating the best bidder and the Department Head's recommendation for award.
- g. The City Council will consider awarding the bid to the lowest responsible bidder or to the one who provides goods or services at the best value for the city.

- h. The City Council has the right to reject any and all bids.
- i. If the contract is for construction of public works, the successful bidder must execute a sufficient bond in the full amount of the contract by a surety company authorized to do business in the state of Texas. The successful bidder must also provide sufficient insurance coverage as required by the bid document.
- j. All bids and related documentation must be kept by the Head Department according to the City's Record Management Program.

(Texas Local Government Code 252 Subchapter C)

Tie Breaker

When the City receives two or more bids that are identical, in nature and amount, as the lowest and best bids, the City will select the bidder as follows:

- a. If only one (1) bidder submitting identical bids is a resident of the City, the City must select that bidder. Otherwise, the lots must be cast.
- b. The casting lots must be in a manner prescribed by the Mayor of the City and must be conducted in the presence of the City Commission. All qualified bidders or their legal representatives may be present at the casting of lots.

(Texas Local Government Code 271.901).

Change Orders

- a. For Change Orders to original contracts or purchase orders of \$3,000 or less, city employees shall follow these guidelines:
 - 1. A Department Director shall not, without the City Manager's prior approval, authorize an increase in the original contracts amount if the increase will raise the contract to over \$3,000.
 - 2. If the increase is more than 25% of the original amount but the total contract still does not exceed \$3,000, the Department Director must attach a memorandum to the quotation form explaining the reason for the increase.
- b. For Change Order to original contracts of \$3,000 or more but less than \$50,000, City employees shall follow these guidelines:
 - 1. The Department Directors shall not, without the City Council's approval, authorize an increase in the original contract amount if the increase will raise the contract over \$50,000.
 - 2. If the increase is more than 25% of the original amount, but the total contract still does not exceed \$50,000, the Department Director must attach to the purchase order a memorandum requesting the City Manager authorization for the change.
- c. For Change Orders to original contracts of \$50,000 or more, City employees shall follow these guidelines:

1. If changes in plans or specifications are necessary after a contractor has begun the performance of the contract, or if it is necessary to decrease or increase the quantity of work to be performed, or materials, equipment, or supplies to be furnished, the City Commission must approve change orders that exceed the City Manager's authority of \$50,000.
2. The original contract price may not be increased by more than 25%. The original contract price may not be decreased by more than 25% without the consent of the contractor.
3. If a Change Order involves a decrease or an increase of \$50,000 or less in the contract price, the City Commission may authorize the City Manager to approve the change orders.

(Local Government Code Chapter 252.048)

Preference for Recycled Products

- a. The Finance Department encourages the use of the recycled products that may be recycled or reused. The City may give preference to products made of recycled materials if the products meet applicable specifications as to quantity or quality.

Contracts

- a. Annual/Term Contracts
 - i. Purchases of items or services may be acquired through annual contracts approved according to expenditure authority.
 - ii. Contracts over \$50,000 must be awarded on a competitive sealed bid/proposal basis.
 1. Once an annual contract has been awarded and approved, the responsible Department will create an annual or term contract under a single Purchase Order. There will be no need for further approvals for purchases against the annual contract.
 2. Details of requested items and unit cost should be indicated on Purchase Order or an attached document stating the items under contract.
- b. Contracts Requiring Issuance of Debt, Certificates of Obligation or Lease-Purchase Agreements
 1. If the City Manager intends to finance a contract for goods or services through issuance of bonds, debt, certificates of obligation, certificates of participation, tax anticipation notes, lease-purchase agreements, or any other means, then the City Manager, before soliciting bids, shall receive approval from City Attorney and City Commission for such financial arrangements.
 2. City Commission must approve by ordinance the publication of notice for bids for any good or services financed by Certificate of Obligation.

(Texas Local Government Code Chapter 271, Subchapter C)

c. Construction Projects

1. If the contract is for construction of public works, the Department Director shall:
 - a. Prepare plans and specifications along with bidding and contract documents.
 - i. The proposed specifications shall include worker's compensation requirements (*Texas Labor Code 406.096*).
 - ii. If the proposed project includes excavation work, then the proposed specifications shall include excavation requirements and pay items (*Texas Health and Safety Code 756.023*).
 - iii. The proposed specification shall include bonding requirements.
 - iv. The proposed specification shall include prevailing wage rate schedules (*Texas Government Code Chapter 2258.021*).
 - b. Department Directors must follow Sealed Bid Procedure.
 - c. Furnish all blue-line plans required for bidding the project.
 - d. Furnish a set of the proposed Contract documents and specifications.
 - e. Furnish a bid tabulation sheet for project.
 - f. Check references and recommends an action in writing to the Finance Director and City Manager.
 - g. Be responsible for designing the proposed project and answering all questions from prospective bidders related to technical specifications.
 - h. Be responsible for contract administration including notice of award, contract signing, appropriate bonding, notice to proceed and general contract administration.

(Texas Local Government Code 252.044; Texas Government Code Chapter 2253)

d. Legal Review Required

The City Manager shall send all contracts over \$25,000, both before bidding and again before execution, to the City Attorney for review and approval.

e. Record Keeping

1. Upon review and award of contract the Department Director shall forward all contracts over \$10,000 to City Secretary with a copy to Finance Director.
2. Forward all addendums of contracts to City Secretary with a copy to the Finance Director.

Professional and Personal Services

Professional Services are those within the scope of the practice of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising and professional nursing.

The City may not award a contract for professional services based on competitive bids, but shall make the selection and award based on the provider's demonstrated competence and qualification to perform the services for a fair and reasonable price.

Personal Services include, but are not limited to, office machine maintenance, equipment rental services, janitorial services, pest control, travel services, food services and automotive repair services. Personal Services must be procured through a competitive process, such as Request for Proposals, if the expenditure is expected to be more than \$50,000 per fiscal year.

Exemptions for Bidding Process

a. Emergency Purchases

The competitive bidding provisions do not apply for emergencies as follows:

1. Procurement made because of a public calamity that requires immediate action to relieve the City's residents or to preserve the property of the municipality.
2. Procurement necessary to preserve or protect the public health or safety of the City's residents.
3. Procurement necessary because of unforeseen damage to public machinery, equipment or other property.

The Department Director may proceed with the procurement of goods, services or equipment to relieve the emergency situation. The Department shall attach a memorandum describing the emergency to the Expenditure Request form.

If the purchase will cost more than \$3,000, an oral approval must be obtained from the City Manager.

If the emergency purchase is in excess of \$50,000, the Finance Department and the requesting Department will prepare the documentation necessary to have the Emergency Purchase approved by City Council as soon as possible, even if it is after the emergency has been remedied.

b. Sole Source Purchases

The competitive bidding provisions do not apply for sole source purchases as follows:

1. Patents, copyrights, secret processes, or monopolies
2. Films, manuscripts, or books
3. Gas, water, and other utility services
4. Captive replacement parts or components for equipment
5. Books, papers and other library materials for a public library that are available only from the person holding exclusive distribution rights to the materials

c. Services Performed by Blind or Severely Disabled

The competitive bidding provisions do not apply to the purchase of goods or services that blind, visually impaired, or severely disabled persons make or provide.

d. Purchase of Land or Right of Way

The purchase of land or right-of-way is exempt from competitive bidding requirements.

Texas Local Government Code Chapter 252.022

e. State Contracts

The City may purchase from the State of Texas CO-OP Purchasing Program administered by the Texas Comptroller of Public Accounts without the need for competitive bidding. Search for items could be found through the website www.txsmartbuy.com. The Finance Department is the designated representative authorized to process purchases through these contracts.

f. Interlocal Agreements

The City may enter into an agreement with another public entity for the purpose of pooling resources to obtain favorable pricing for goods and services. A purchase from an approved Interlocal Agreement satisfies the requirement for competitive bidding. Interlocal Agreements must be approved by the City Commission.

g. Cooperative Purchasing Programs

Purchasing from State cooperatives maximizes savings to the City through pooling of economic buying power. The city may purchase items through the following cooperatives:

1. Buy Board Cooperative Purchasing - www.buyboard.com
2. Cooperative Purchasing-Houston-Galveston Area Council (HGACBuy) - www.hgacbuy.org
3. The Cooperative Purchasing Network (TCPN) - www.tcpn.org

Vendors submitting quotations should be active in the cooperative and must include their member number in the quotation forms.

Texas Local Government Code Chapter 271 Subchapter D

Section 3. Purchasing Forms

Vendors Quotation

The user department shall obtain a quotation from vendors for purchases of \$1,500 and above. The quote must include:

1. Date
2. Vendor's name, address and phone number
3. Name of representative giving the quotation
4. Date through which quoted price will be effective
5. Description and quantity of items
6. Unit price and total including delivery
7. Date delivery and destination of delivery
8. Requestor's name
9. Addressed to City of Alton

The department will attach the quotation forms to the Expenditure Request form.

Purchase Order Form (PO)

The Finance Director shall provide a Purchase Order number and return the original PO to the user department. The form must include:

1. Date
2. Vendor's name, address and phone number
3. Description and quantity of items
4. Unit price and total
5. Freight and/or delivery charges
6. Vendor's quote number
7. Name of Department Head requestor
8. Signature of Finance Director

Expenditure Request Form

The user department shall originate the Expenditure Request Form. The request shall include:

1. Date
2. Vendor/Payee name
3. Vendor/Payee address
4. Description of items/services requested
5. Total price including freight and/or delivery
6. Any special terms and conditions of purchase
7. Account number to use for the expenditure
8. Appropriate signatures
9. Attached quotation forms
10. Submit invoice by the Department Head upon receiving service and/or items ordered.

Section 4. Disposal of City Assets

Asset Disposal

Assets and other city property may outlive its usefulness and become unserviceable or obsolete. An asset is considered a tangible item of value equal or greater than \$500.00 that may include furniture, heavy equipment, computers, vehicles, buildings, land and/or an infrastructure. Tangible items of less than \$500.00 in value may include furniture, office equipment, specialized light equipment, electronics, and/or appliances are identified as other types of city property.

Before a department removes any assets/property from service, the Department Head shall determine if the asset/item has met any of the following conditions:

1. Is obsolete or outdated;
2. Is no longer functional for any department within the City;
3. Is broken and too costly to repair;
4. Is lost or has been stolen;
 - a. In this case, a written statement must be attached explaining what happened
 - b. A police report may be necessary based on the circumstance
5. May be considered as a trade-in for newer or equivalent to the asset/property.

Items may be disposed of in one of the following methods:

1. Public auction – Process by which the public has the opportunity to purchase an asset at the highest price
 - a. The auction must be advertised in at least two places, being that of the local newspaper and the city's website within fourteen (14) days before the public auction.
 - b. The Finance Department turns over the list of items to auctioneer.
 - c. Bids will be awarded to the highest bidder.
 - d. Purchaser must pay and collect property within five (5) days of public auction.
 - e. The Finance Department shall create a tabulation of sales.
2. Trade-in on new/used equipment - Sales promotion technique in which the city is offered a fixed discount (trade-in allowance) on the price of a new model or item in exchange for an older model/ item.
3. Sealed bids – Process by which the public is notified through general circulation advertising of the City's acceptance of sealed bids for the purchase of City asset(s)/property.
 - a. Advertisement must occur no less than fourteen (14) days before opening of sealed bids.
 - b. The opening of such bids will be held in a public forum.
 - c. Bid will be awarded to the highest bidder.
 - d. Equal or tie acceptable bids will be awarded on the drawing of lots.
 - e. Purchaser must pay and collect property within five (5) days of awarded bid.
 - f. The Finance Department shall create a tabulation of sales.
4. Donation – Process by which another organization receives a surplus asset/property of the City.

5. Scrap material – Asset/property taken to recycling center by user department.
6. Destruction as unsalvageable – Asset/property destroyed as it has no value to the City or another organization.

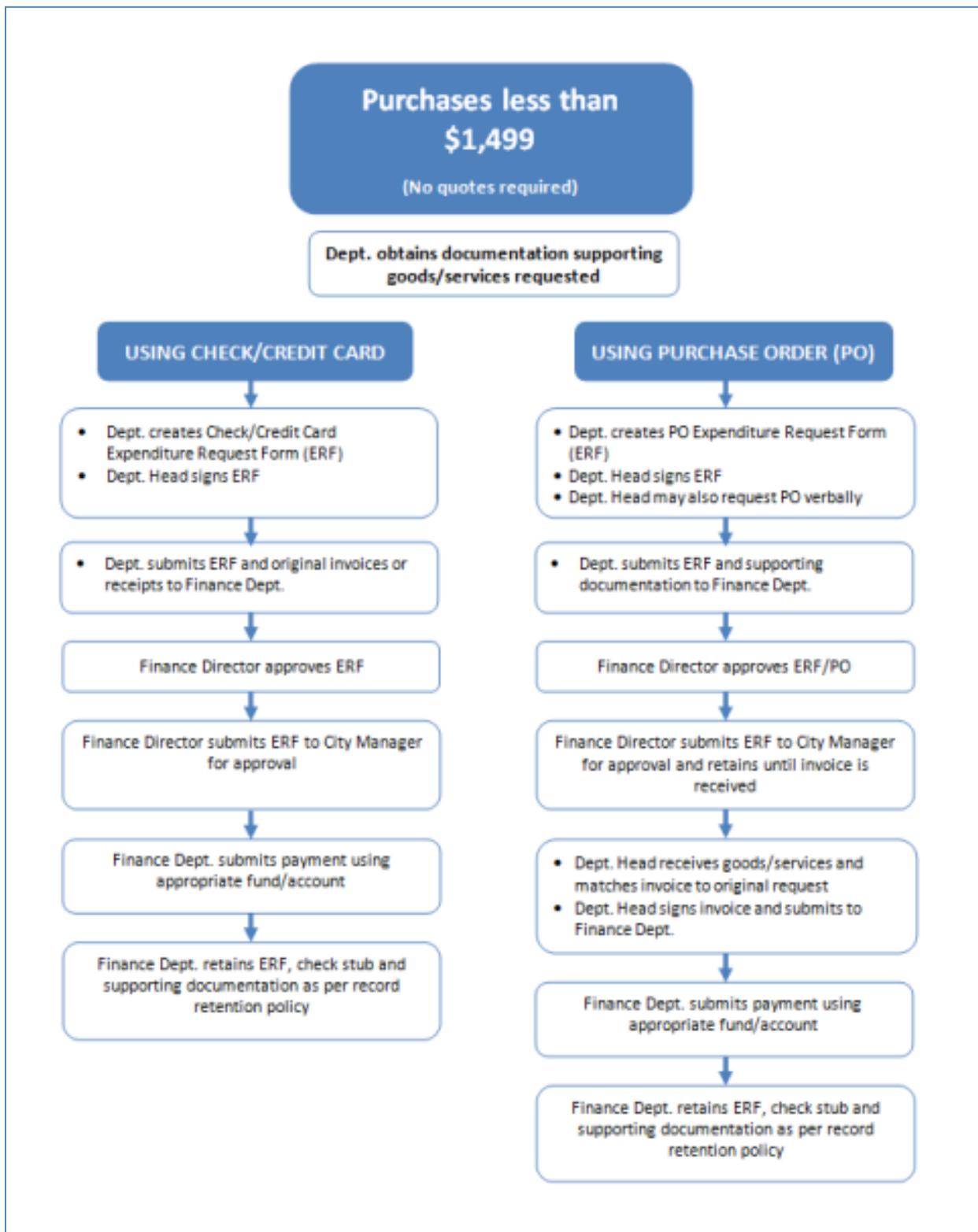
The condition of the salvage or surplus market will dictate the most advantageous method of disposal.

Approval of disposal is as follows:

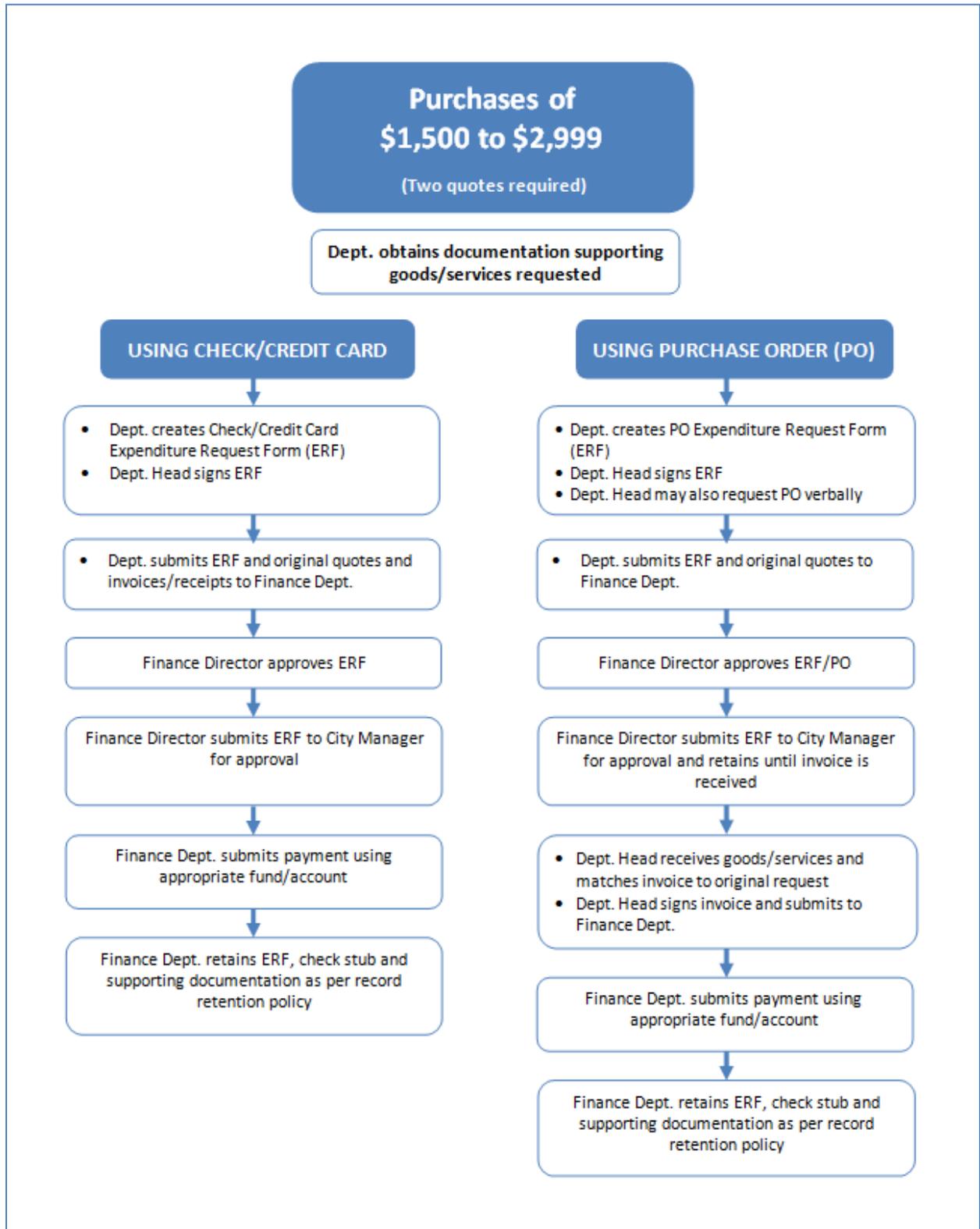
1. The user department is required to complete an Asset/Item Disposition Form.
2. The Finance Director will compile forms and will present a list of assets to be disposed to the City Commission for approval.
3. The finance department will assume possession until final disposition.
4. The user department will store item at a designated storage facility.

Appendices

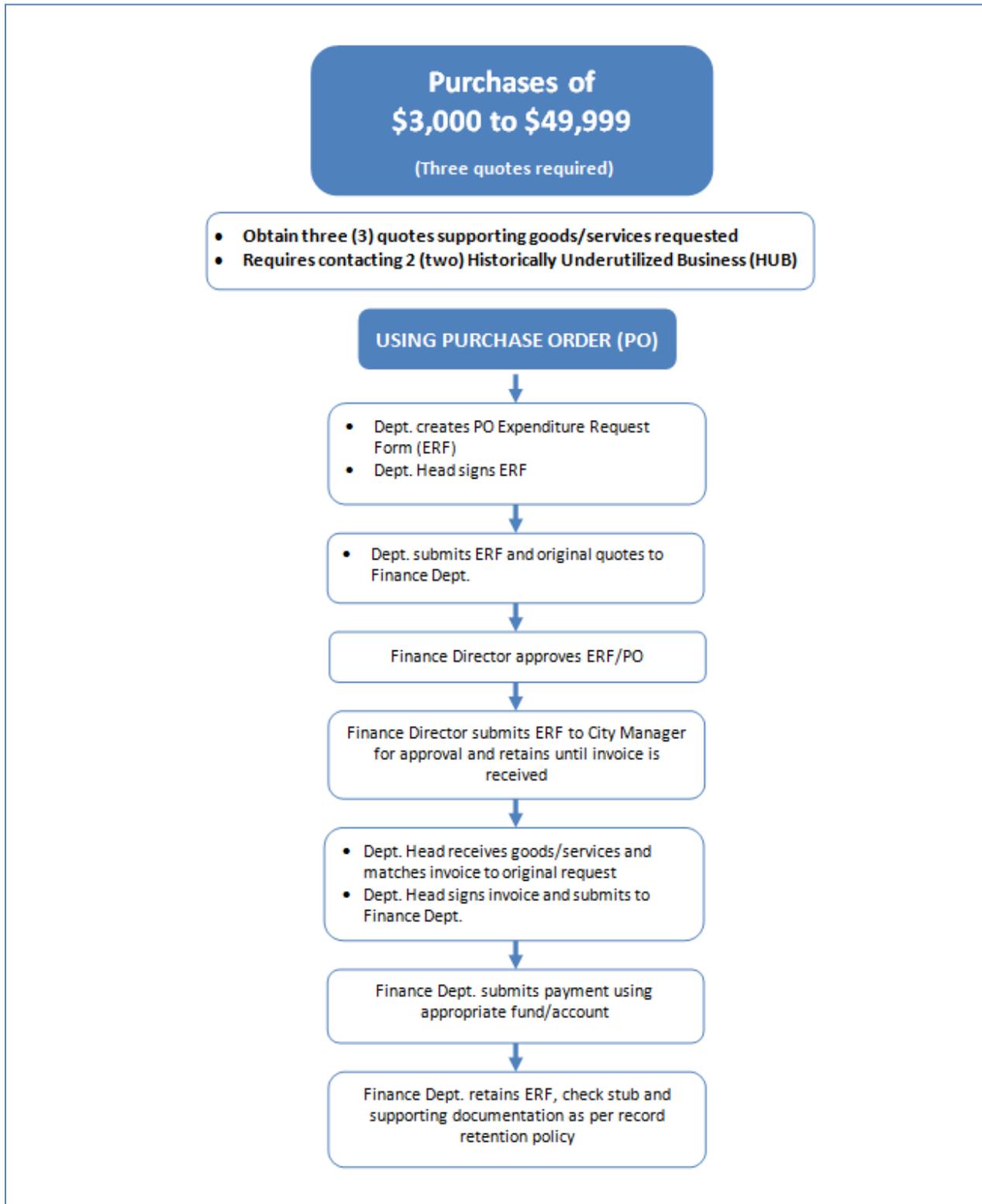
Appendix A: Flowchart of Purchases less than \$1,499



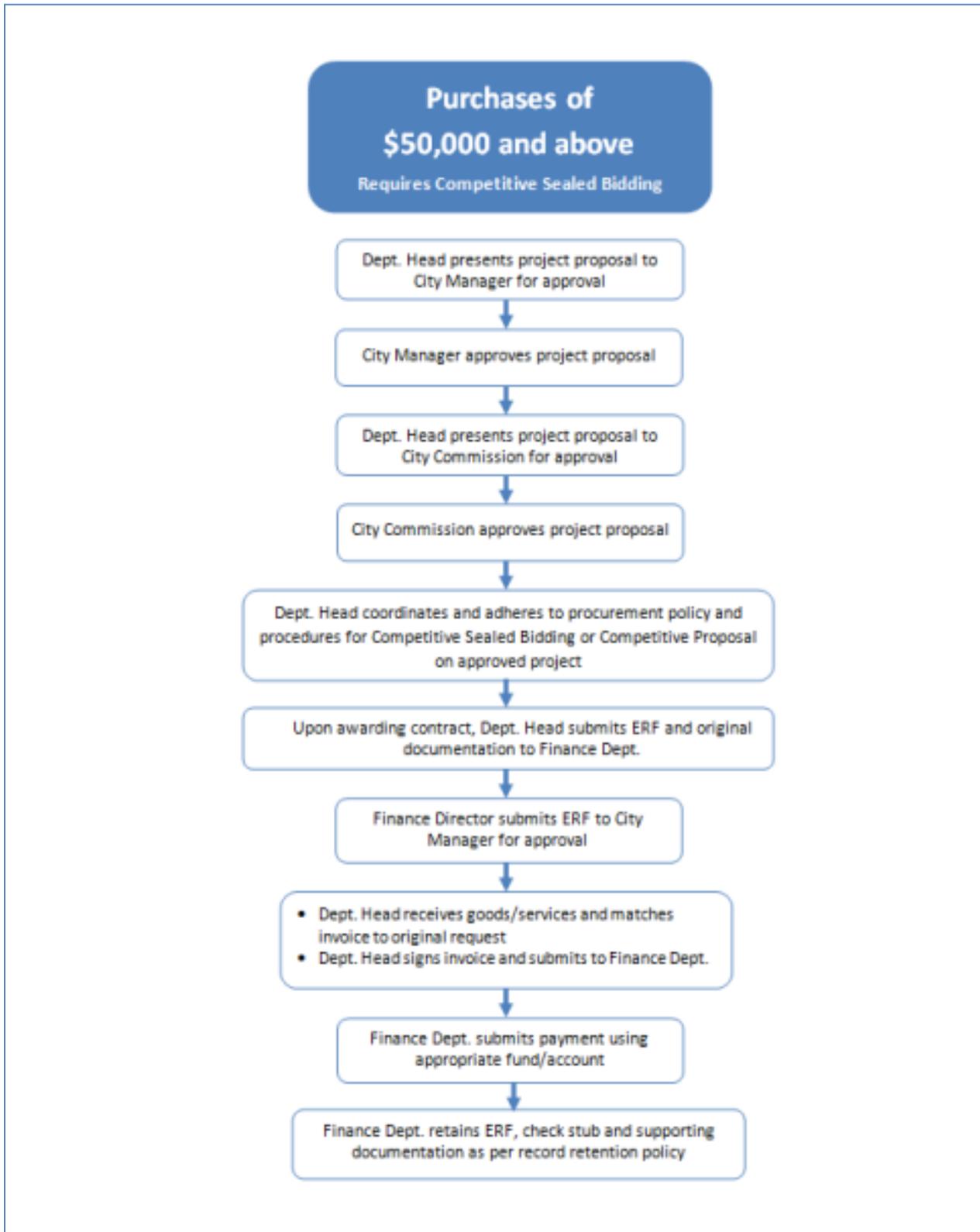
Appendix B: Flowchart of Purchases of \$1,500 to \$2,999



Appendix C: Flowchart of Purchases of \$3,000 to \$49,999



Appendix D: Flowchart of Purchases of \$50,000 and above



Appendix E: Expenditure Request Form (ERF)

City of Alton Expenditure Request Form



Type of Request: <input type="text"/>	Date Required: <input type="text"/>
Date of Request: <input type="text"/>	Amount: <input type="text"/>
Payee: <input type="text"/>	
Address: <input type="text"/>	
Purpose of Expenditure <input style="height: 100px;" type="text"/>	
Requested By:	
Employee Name: <input type="text"/>	Department: <input type="text"/>
Department Head Authorization: _____ Date: _____	
Approved By:	
Finance Director: _____ Date: _____	
City Manager: _____ Date: _____	

Finance Distribution		
Amount	Fund	Account
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____

Print form in Green Paper ONLY (supplied by Finance Department)

Expenditure Request Form Rev. 08/2008

Appendix E: Purchase Order Form (PO)



City Of Alton
 509 S. Alton Blvd.
 Alton, Texas 78573
 Office: (956) 432-0760
 Fax: (956) 432-0766

PURCHASE ORDER
 No. 29268

TO: _____ **DATE:** / /

ADDRESS: _____

SHIP TO: _____

ADDRESS: _____

QTY.	STOCK No./DESCRIPTION	UNIT PRICE	AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

IMPORTANT
OUR PURCHASE ORDER NUMBER
MUST APPEAR ON INVOICES,
PACKAGES AND CORRESPONDENCE

TOTAL AMOUNT: \$

ORDERED BY: _____

APPROVED BY: _____

COMMENTS: _____

PRINTED BY: FIRST IMPRESSIONS (956) 600-0001

Appendix F: Petty Cash Receipt

PETTY CASH	AMOUNT \$ _____	FOR _____
	NO. _____	_____
	DATE _____	_____
	ACCOUNT NO. _____	_____
	APPROVED BY _____	_____
	RECEIVED BY _____	_____
		10-11 4-1-10 1104

Appendix G: Asset/Item Disposition Form



City of Alton Asset/Item Disposition Form

Assets/Items are not to be disposed of without authorized approval. Approval process is as follows:

1. The department director must fill out this form and turn it in to the Finance Department.
2. The Finance Director will compile forms and present requests to the City Commission for approval.

Department

Date:

The following City asset(s) and/or item(s) is/are requested to be disposed of:

	Item #1	Item #2	Item #3
Asset Tag #	<input type="text"/>	<input type="text"/>	<input type="text"/>
Description	<input type="text"/>	<input type="text"/>	<input type="text"/>
Serial/VIN #	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Value	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for Disposition	<input type="text"/>	<input type="text"/>	<input type="text"/>

- * If item is broken and too costly to repair attach a repair estimate.
- * If lost or stolen attach a statement explaining what happened.
- * If opting to donate, specify who is the recipient.

I hereby certify that my department does not have any further use for the asset/item(s) described above.

Director's signature _____

Date _____

City Manager's signature _____	Date _____
--------------------------------	------------

Asset Disposition Form Rev. 02/2014

**PROCESSED
BY FINANCE**