

1 **CITY OF HOMER**  
2 **HOMER, ALASKA**

3 City Manager/  
4 Finance Director

5 **RESOLUTION 13-093**

6  
7 A RESOLUTION OF THE HOMER CITY COUNCIL AMENDING THE  
8 PROCUREMENT POLICY AND PROCEDURES MANUAL TO  
9 INCREASE LIMITS FOR PURCHASE ORDERS.

10  
11 WHEREAS, Section 4.3 Review and Approval and Section 4.4 Processing the Purchase  
12 Order under the title PURCHASE ORDER PROCESSING FOR SUPPLY, MATERIAL, EQUIPMENT &  
13 SERVICE PROCUREMENT in the Procurement Policy and Procedures Manual has become  
14 antiquated due to inflation; and

15  
16 WHEREAS, Increasing the requirement of a purchase order from the current \$500 to  
17 \$4,000 for expenditures of supplies, materials, equipment, and services will bring the City's  
18 procurements in line with today's prices; and

19  
20 WHEREAS, The following amendments to Section 4.3 Review and Approval and  
21 Section 4.4 Processing the Purchase Order are required:

22  
23 4.3 Review and Approval

24  
25 Responsibility

25 Instructions

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27 Department Director 1)

27 Review purchase order. Check to see if funds are  
28 available. Approve by signing.

29  
30 Finance Department 2)

30 In accordance with Section 6, Procurement  
31 Approval Matrix, verify availability of funds and  
32 encumber all procurements over ~~\$500~~ **\$4,000**.

33  
34 City Manager

34 3)

34 When required, review purchase and approve by  
35 signing. If required, submit request to City  
36 Council for procurement authorization.

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40 4.4 Processing the Purchase Order

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42 a. For routine orders by mail, phone, walk-in, or online

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<u>Responsibility</u>		<u>Instructions</u>
44 Department	1)	Retain the pink Receiving copy
45 Originating the		and gold Department copy. <b>two copies in</b>
46 Purchase Order		<b>department file.</b>
47	2)	Forward Finance a (blue) copy to Finance and
48		attach price quote/documentation for
49		procurement over \$500 <b>\$4,000</b> in accordance
50		with HMC <b>HCC</b> 3.16.030.
51	3)	In accordance with Section 6, Procurement
52		Approval Matrix, verify availability of funds.
53	4)	Encumber purchase amount.
54	5)	Mail white <b>Send</b> copy to vendor for placement or
55		order.
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62 b. ~~Ordering by telephone~~

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<u>Responsibility</u>		<u>Instructions</u>
64 Department	1)	Follow step 1 above (for
65 Originating the		routine mail ordering)
66 Purchase Order		
67	2)	Follow step 2 above
68		
69	3)	Follow step 3 above
70		
71	4)	Place order with vendor and stamp vendor
72		copy (white) with confirmation stamp indicating
73		date of telephone order and vendor contact
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75	5)	Mail confirmation of order to vendor
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79 NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby amends the  
80 Procurement Policy and Procedures Manual to increase limits for purchase orders.

82 PASSED AND ADOPTED by the Homer City Council this 23<sup>rd</sup> day of September, 2013.

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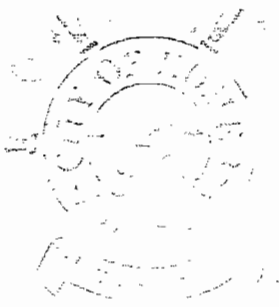
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CITY OF HOMER

*Mary E. Wythe*  
MARY E. WYTHE, MAYOR

ATTEST:

*Melissa Jacobsen*

MELISSA JACOBSEN, CMC  
DEPUTY CITY CLERK

Fiscal Note: NA