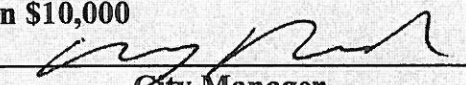


# City of Los Alamitos

## Administrative Regulation

Regulation:	5.2	
Title:	Processing of Purchases of less than \$10,000	
Authority:	City Manager	
Date:	December 6, 2004	City Manager
Revised:		

- 1. Purpose:** The purpose of this regulation is to establish uniform policies and procedures for purchases of less than \$10,000 as provided for in Section 2.60 of the Municipal Code.
- 2. Application:** This regulation applies to all Departments of the City.
- 3. Regulation:** Municipal Code Section 2.60.130 B allows the Purchasing Officer to bind the City and contract for personal, professional and consulting services and to purchase supplies and equipment when the amount of the contract is less than \$10,000, without approval of the City Council.

### **A. Combined Purchases**

It is the responsibility of the Purchasing Officer to combine purchases whenever practicable, and when the total purchase price exceeds \$10,000, secure procurement through the open market bid process (Municipal Code Section 2.60.040).

### **B. Bidding (Municipal Code Section 2.60.070)**

Purchases of supplies shall normally be by bid procedures (Municipal Code Sections 2.60.030 and 2.60.040) except as authorized by Municipal Code Section 2.60.130 and shall be dispensed with only in an emergency as detailed in Municipal Code Section 2.60.070.

### **C. Requisitions (Municipal Code Section 2.60.060)**

Departments shall submit requests for supplies and equipment to the Purchasing Officer by standard requisition forms.

### **D. Purchases of More Than \$1,500 and Less Than \$15,000 (Municipal Code 2.60.040)**

The Open Market Procedure shall be utilized for the purchase of supplies and equipment in an estimated value in the amount of between \$1,500 and \$15,000. Such purchase may be made by the Purchasing Officer in the open

market without observing a formal contract procedure. This procedure requires an informal bidding process as detailed in Municipal Code Section 2.60.040.

***E. Purchases of \$1,500 or Less (Municipal Code Section 2.60.050)***

The Purchasing Officer may authorize departments to obtain supplies of \$1,500 or less as detailed in Municipal Code Section 2.60.050.

***F. Purchases of \$1,000 or Less***

For purchases of \$1,000 or less, the Cal-Card as defined in Administrative Regulation 5.1 should be utilized to the extent practicable.

Whenever practicable, purchases not exceeding \$1,000 are to be procured by departments through Imprest (Petty) Cash funds as detailed in Administration Regulation 3.2.

***G. Purchases of \$100 or Less***

When possible, departments should use the Purchasing Card so as to save the manual processing of payments.

***H. Purchases Not Covered by This Regulation***

All purchases not covered by this regulation shall conform to Municipal Code Section 2.60 and the formal contract procedure in Administrative Regulation 5.3.

***I. Warrants***

After delivery of goods and services and upon receipt of an invoice to pay for such goods and services, the Purchasing Officer shall cause to be prepared Warrants for approval by the City Council. Warrants reflect an obligation of the City to make payment for goods and services. The City Manager is authorized to bind the City for goods and services of less than \$10,000. Therefore, only those warrants of \$10,000 or more shall be submitted to the City Council for approval to make payment.

***J. Purchasing Card***

The use of purchasing cards, consistent with procedures specified in Administrative Regulation 5.1, is encouraged to facilitate efficient processing of payments, and to improve internal workflow.