RESOLUTION NO. 7411

A RESOLUTION introduced by Councilmember Bill Haynes regarding the policy and procedures relating to the City's Procurement Program.

WHEREAS, the City of Topeka Procurement Program Policy authorizes procurement cards to be utilized for purchases of commodities and services on behalf of the City of Topeka; and

WHEREAS, the governing body of the City of Topeka has determined that the use of procurement cards is a convenient procedure to be utilized for the payment of services and commodities authorized by written policy and closely monitored by responsible officials of the City of Topeka.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Topeka, Kansas, that the City of Topeka Procurement Policy include the following:

1. All procurement card purchases shall be reviewed and approved by department managers or their designated representatives.

2. The department manager's designated representative shall be identified in writing and provided to the director of contracts and procurement.

3. Each department's procurement card purchases shall be listed identifying the purchaser, the provider or supplier, the purchase, the date of purchase, the amount of each purchase, and official approving the purchase, including the total amount of purchases at the end of each month. Copies of this report shall be made available to any Councilmember at their request.

4. All procurement cardholders and management officials administering the procurement card program shall, in addition to receiving the procurement card manual,
attend a training program which includes specific written information concerning
appropriate purchases of commodities and services on behalf of the City.

5. There shall be a list of inappropriate services and commodity expenditures
within the City of Topeka's written Procurement Card Policies.

6. Any City employee assigned a procurement card and City official delegated
the responsibility of authorizing and/or approving a procurement card expenditure shall be
equally responsible for complying with the City of Topeka's written Procurement Card
Policies.

7. Any revisions or amendments to the City of Topeka Procurement Card
Policies and Manual shall be made available to the City Council for review at least thirty
(30) calendar days before implementation.

ADOPTED and APPROVED by the City Council November 18, 2003.

CITY OF TOPEKA, KANSAS

Duane F. Pomeroy, Deputy Mayor

ATTEST:

Iris E. Walker, City Clerk

APPROVED AS TO FORM AND LEGALITY
DATE 11/19/03 BY