

1 RESOLUTION NO. 7411

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

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

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

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

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

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

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

23 4. All procurement cardholders and management officials administering the
24 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.

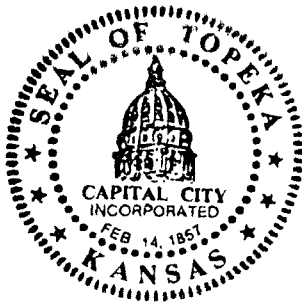
5. There shall be a list of inappropriate services and commodity expenditures within the City of Topeka's written Procurement Card Policies.

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 NOV 18 2003.

CITY OF TOPEKA, KANSAS



ATTEST:

Iris E. Walker
Iris E. Walker, City Clerk

Duane F. Pomeroy
Duane F. Pomeroy, Deputy Mayor

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