

ORDINANCE NUMBER 913

AN ORDINANCE ON

Whereas, Article 4-3 of the Clinton Charter allows the Council to prescribe regulations for contracts and purchases;

Whereas, Article 4-3 of the Clinton Charter allows the Council to establish amounts, above which, the Council must give approval;

Whereas, Article 4-3 of the Clinton Charter allows the Council to transfer some of the power granted to the City manager by Section 4-3 to an administrative officer, subordinate to the City Manager;

Now therefore, be it ordained by the Clinton City Council:

1. Definition.
 - (a) Supplies and materials: include but not limited to jail supplies, tire repair service, minor tools or parts, cleaning and office supplies, small orders of materials for construction and/or repair.
2. Purchases of routinely needed supplies, materials, and repair services not exceeding \$250.00 may be made without the prior approval of the Finance Department in the Purchase Order process.
 - (a) This type of purchase will require a Purchase Order number issued and approved by the department supervisor or his/her designee only.
 - (b) Single purchases of materials and services exceeding \$250.00 **will not** be split between two Purchase Orders.
 - (c) Supervisors will be responsible for collection of all Purchase Orders, with tickets/invoices attached, from their department employees and must forward to Finance on a **daily basis**.
 - (d) During June of each fiscal year, this subsection will be suspended, unless otherwise authorized by Finance.
3. Purchases of supplies, materials, and repair services exceeding \$250.00 will require the issuance of a Purchase Order number from the department supervisor or his/her designee and availability of funds approval through Finance.

4. Any Purchase Order of \$2,500.00 or more will require the approval of the Department supervisor and City Manager, or his designee in the extended absence of the City Manager, prior to being forwarded to Finance for availability of funds approval. Items may not be ordered until the completed document is signed off by Finance.
5. Any Purchase Order of \$15,000.00 to \$25,000.00 for the purchase of normal consumable operating supplies and materials, such as fuel, chemicals, etc. and normal operating services, such as repair costs, etc., will require the approval of two City Officials, to include the City Manager and City Clerk. If the purchase of these types of materials is greater than \$25,000.00, prior approval by the governing body must be obtained before the purchase can be made.
6. Vehicles and equipment purchased at a cost greater than \$10,000.00 must have prior approval of the governing body. Vehicles or equipment acquired by donation, forfeiture, trade or other means must have prior approval of the City Manager. In addition, a minimum of three (3) written quotes must be provided before purchase is approved. If Oklahoma State Purchasing Contracts are used, the written quotes may be waived. The City may choose to utilize the Oklahoma Competitive Bidding Statutes for the purchase of vehicles and equipment when it is beneficial to the City.