



## **TOWN OF PINETOP-LAKESIDE**

# **PURCHASING AND CASH HANDLING POLICIES AND PROCEDURES**

**2018 EDITION**

Adopted by Resolution No. 18-1476 on October 4, 2018

Revised by Resolution No. 19-1526 on October 17, 2019

**TOWN OF PINETOP-LAKESIDE**

**PURCHASING AND CASH HANDLING POLICIES AND PROCEDURES**

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**I. PURPOSE**

The purpose of this management policy is to establish purchasing procedures in compliance with State and local laws and to promote uniformity throughout the Town with regard to purchasing practices.

**II. DEFINITIONS**

Sealed Bids - documents are enclosed in a sealed envelope and submitted in response to an invitation to bid. Sealed bids received up to the deadline date and time are generally opened at a stated place and time that is open to the public.

Written Quotes - a written estimate of a cost or price.

Prices - a value that will purchase a finite quantity, weight, or other measure of a good or service.

Request for Proposals - a solicited submission by a party to supply goods or services. The response to a request for proposal normally constitutes a bid.

Due Inquiry - due diligence in getting the best price without a publicly sealed bid. This is usually documented with a minimum of three (3) written quotes from vendors, if opportunity allows.

**III. APPROVAL LIMITS**

The purchase of an item costing less than \$2,500 must be approved by the department head or their designee. A purchasing card or check request form may be used to pay for this type of purchase. Splitting a purchase amount to keep a purchase under \$2,500 is forbidden.

A requisition is required to be completed for all purchases over \$2,500. The requisition must be approved by the department head or their designee.

Requisitions that exceed \$10,000 must be approved by the Town Manager or his designee. Items costing over \$10,000 must also be specifically budgeted or Town Council approval is needed before a requisition can be issued. All expenditures, regardless of amount, are included in the budget under larger budget line items.

Items or services costing in excess of \$50,000 must be approved by the Town Council before a requisition can be issued. The Town Manager or his designee is then authorized to approve the requisition.

After a good is received or a service is completed, payment should be charged against

the outstanding requisition.

A quick reference Purchasing Policy & Procedures Matrix is attached as Addendum A.

#### **IV. POLICY STATEMENT**

This policy applies to all purchases of materials, equipment, supplies, and services, unless specifically excluded in Section I herein. The purchasing procedures specified herein shall be governed by Arizona and Federal law. The use of the Arizona State Procurement Code shall not grant rights to any third party thereunder. Every effort should be made to purchase locally. Collusion of any kind with vendors will not be permitted or tolerated.

##### **A. PROVISIONS OF THE PINETOP-LAKESIDE TOWN CODE**

The following provision relates to purchasing procedures as cited in: CHAPTER 2, TOWN MANAGER, Section 2.8.070 (G).

G. Supervise and be responsible for all expenditures of the Town including all departments, divisions, or services of the Town government. The Manager or their designee will act as purchasing agent for the purchase of all supplies, goods, wares, merchandise, equipment, and material which may be required for any of such departments, divisions, or services within the existing budget; provided, that no single purchase or group of purchases of like items shall total more than fifty thousand dollars (\$50,000) unless approved by Council action.

##### **B. COMPETITIVE BID REQUIREMENTS**

An invitation to bid, a request for proposals, or any other solicitation to submit an offer shall be based upon specific listed criteria set forth in the invitation to bid or request for proposals. All qualified bids shall be opened in public, and the Town shall make a record of the bids received. The record and the bids received shall be subject to public inspection after bid opening in the manner provided by law. Purchases shall not be artificially contrived, divided or fragmented so as to constitute a purchase under this Section or to circumvent the competitive bid requirements.

##### **1. ALL PURCHASES OF GOODS AND SERVICES OR REPAIRS/ MAINTENANCE IN EXCESS OF \$50,000**

Written sealed bids or proposals shall be obtained. Publication of the Invitation to Bid / Request for Proposals shall be published as provided in A.R.S. § 39-204. Additional publication on the Town website and by other means, including but not limited to, list-serves, other websites, plan holders or contact with potential bidders will aide in obtaining competitive bids

from vendors. Bids shall be awarded to the qualified vendor submitting the lowest bid. The Town reserves the right to reject any and all bids. Purchases in excess of \$50,000 shall be executed by the Town Manager following approval by the Town Council.

Alternatively, these items may be purchased without public bidding through the Arizona Department of Administration Procurement Office [ADPO] or other government procurement service that provides previously bid products or services without public bid. Department heads are encouraged to also seek for alternate sources that may have better prices than the State/Cooperative purchasing contract. The Department will compare prices of similar products on the open market with those of the State Procurement Office or other government service and provide this information with their recommendation to the Town Council for appropriate action. Approval must be obtained by Town Council to award the resulting contract in this purchase range no matter the procurement method used.

A staff summary for award from the department head whose budget will be impacted by the purchase must accompany the request.

2. ALL PURCHASES OF GOODS, SERVICES OR REPAIRS IN EXCESS OF \$10,000 BUT LESS THAN \$50,000

Purchases between \$10,000 and \$50,000 shall be pursuant to a minimum of three (3) written quotes, prices, or proposals. Publication shall not be required. Purchases shall be awarded to the qualified vendor submitting the lowest quote. Purchases between \$10,000 and \$50,000 shall be executed by the Town Manager. A requisition with all bid documents shall be executed by the Town Manager. In the event that a minimum of three (3) bids, quotes, or prices are not available, an explanatory memo must be included in the file.

3. ALL PURCHASES OF GOODS, SERVICES OR REPAIRS IN EXCESS OF \$2,500 BUT LESS THAN \$10,000

Purchases between \$2,500 and \$10,000 shall require quotes, either oral or written, and shall be awarded to the qualified vendor submitting the lowest price. In the event that a minimum of three (3) bids, quotes, or prices are not available, an explanatory memo must be included in the file. Purchases below \$10,000 may be authorized by department heads.

4. PURCHASES OF GOODS, SERVICES OR REPAIRS UP TO \$2,500.00

Purchases below \$2,500 shall be awarded to the qualified vendor submitting the lowest price after due inquiry, when practicable.

5. JUSTIFICATION MEMOS

When sealed bids or written quotes are required by this policy but three bids or quotes are not available, a written justification memo must be signed by the department head. Such documentation shall be submitted with a purchase requisition. The memo must document why the Town's best interest is served despite the lack of bids or quotes. Examples of criteria to use when drafting a justification memo include:

- a. The source recommended is the only authorized source for the goods or services required. Explain if there are other sources available that offer similar goods or services and why the use of the other sources is not in the Town's best interest.
- b. Functional superiority of the recommended source's equipment or services, including such factors as a more efficient, economical or cost effective operation, longer life span, greater reliability, and/or ease of operation, maintenance and/or repair, as reflected in response to bid specifications / requests for proposals, superior warranty on the goods or services.
- c. Where standardization or compatibility is the overriding consideration.

6. PROCEDURES FOR BID PROTESTS

a. Time Limit for Filing a Bid Protest

All bid protests shall be filed within ten (10) days after the protestor knows or should have known the basis of the protest, or prior to Council consideration of contract award, whichever is earlier.

b. Form of Protest

The protest must be in writing and include the following information:

1. The name, address and telephone number of the protestor;
2. The signature of the protestor or its representative;

3. Identity of procurement project and project number;
4. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
5. The form of relief requested.

c. Where to File

All bid protests must be personally delivered or mailed by certified mail to the Town Clerk, Town of Pinetop-Lakeside, 325 W. White Mountain Blvd, Lakeside, AZ 85929.

d. Hearing Procedures

The Town Manager shall act as hearing officer or appoint a hearing officer. The hearing shall be conducted in an informal manner without formal rules of evidence or procedure. A taped record of the hearing shall be available at cost to the requesting party. Following the hearing, the Town Manager shall issue a decision on the Protest within seven days. An appointed hearing officer shall make a recommendation to the Town Manager within seven days based on the evidence presented and to provide findings of fact and conclusions of law. The Town Manager may affirm, modify, or reject the hearing officer's recommendation in whole or in part, and shall issue a decision within three days. The Protestor may appeal the decision of the Town Manager by filing a request for reconsideration by the Town Council within three days of the receipt of the decision. The Town Council shall consider the decision within fourteen (14) days and the Council may affirm, modify, or reject the decision in whole or in part. The decision of the Town Council shall be final.

e. Appeals

Appeals from a final decision of the Pinetop-Lakeside Town Council shall be in accordance with Arizona law governing appeals from public agencies.

**C. PROVISIONS OF THE A.R.S. TITLE 34, PUBLIC BUILDINGS AND IMPROVEMENTS (PUBLIC WORKS PROJECTS)**

1. Employment of Engineers, Architects other Technical Registrants for Work on Public Buildings and Structures (A.R.S. §§ 34-101 -104)

Contracts with engineers and other technical registrants in excess of \$500,000, and contracts with architects in excess of \$250,000 require selection and

procurement by the procedures set forth in A.R.S. § 34-103, which calls for advertising a request for qualifications. Projects within this description and projects utilizing design-build, construction-manager-at-risk, and job-order-contracting delivery methods require consultation with the Town Attorney prior to advertising.

Contracts under this section shall be awarded by the Town Council.

2. Employment of Contractors Exceeding A.R.S. Title 34 Threshold Amounts (A.R.S. §§ 34-201 - 258)

Construction work of any building, structure, addition, or alteration requires advertising for public sealed quotes and other specified procedures (including but not limited to: insurance, bid and contract security, contract payment retention, progress payments, and payment and performance bonds) if the total cost of the work exceeds the statutory limits listed by Title 34. (This amount has historically increased approximately \$400.00 each year based upon the annual percentage change in the GDP price deflator pursuant to A.R.S. §§ 34-201(D)(2) and 41-563.)

Construction work of any street, road, bridge, water, or sewer work, other than a water or sewer treatment plant or building, requires advertising for public sealed bids and other specified procedures (including but not limited to: insurance, bid and contract security, contract payment retention, progress payments, and payment and performance bonds) if the total cost of the work exceeds the statutory limits as listed in Title 34. (This amount has historically increased approximately \$4,000 each year based upon the annual percentage change in the GDP price deflator pursuant to A.R.S. §§ 34-201(D)(2) and 41-563.) Contracts under this section shall be awarded by the Town Council.

Construction work of recreational projects, including trails, playgrounds, ballparks, and other similar facilities excluding buildings, structures, or additions or alterations to structures or buildings, with volunteer workers or workers provided by a nonprofit organization is permissible without advertising for bids for labor and materials provided the total cost of the work does not exceed \$208,155 for Fiscal Year 2018/19 as stated in A.R.S. § 34-201 (F)(2).

3. All other exceptions and regulations are adopted as listed in Title 34.

**D. EMPLOYMENT OF CONTRACTORS BELOW A.R.S TITLE 34 THRESHOLD AMOUNTS**

Construction work of any building, structure, street, road, bridge, water or sewer work or any addition or alteration thereto requiring a contractor's license, which is below the minimum threshold requirements of Title 34, shall be procured in

accordance with this policy, and in addition shall require:

1. Execution of a contract approved by the Town Attorney.
2. Liability and other insurance coverages naming the Town as an additional insured with limits consistent with construction contracts under Title 34.
3. Performance and Payment Bonds, and contract payment retention for all projects exceeding \$10,000; All projects less than \$10,000 will be paid in a single lump-sum payment at the end of the project and no performance bond will be required. A payment bond is only required if the contractor is using sub-contractors, or if the contractor requires payment before project completion.
4. Lien waivers from all suppliers and subcontractors prior to final payment.

#### **E. ARIZONA PROCUREMENT CODE GUIDELINES**

The Town may utilize the following additional purchasing procedures as provided in the Arizona State Procurement Code (pursuant to A.R.S. § 41-2501(c)) when not in conflict with the requirements of the Town Code, this policy or state statutes. These state procurement code provisions shall be deemed modified to fit the municipal context.

1. Definitions and Supplementary General Principles of Law  
(See A.R.S. §§ 41-2503, 2504 & 2531)
2. Sole Source Procurement  
(See A.R.S. § 41-2536)
3. Multi-term Contracts  
(See A.R.S. § 41-2546 and implementing regulations.)
4. Online bidding and reverse auctions  
(See A.R.S. § 41-2671 - 2672; R2-7-101(44))
5. Procurement of Information Systems  
(See A.R.S. § 41-2553)
6. Procurement of earth moving material handling, road maintenance and construction equipment  
(See A.R.S. § 41-2554)
7. Intergovernmental Procurement  
(See A.R.S. § 41-2631-2634)

The Town may require the submission of the following information in connection with a purchase under this policy:

1. Cost or Pricing Data  
(See A.R.S. § 41-2543)
2. Request for Information  
(See A.R.S. § 41-2555)

3. Information to ensure the responsibility or prequalification of bidders  
(See A.R.S. §§ 41-2540-541)
4. Right to Audit Records / Inspect Plant  
(See A.R.S. §§ 41-2548, 2547)
5. Information to ensure compliance with federal requirements  
(A.R.S. § 41-2637)

**F. SELECTION OF BIDDER OR PROPOSER**

Local vendors, businesses or contractors shall be deemed to be the lower bid or proposal to the extent allowed by law if their bid is within 3% or less of the lowest bid and the difference in the bid is the payment of the local sales tax to the Town. "Local vendors, businesses or contractors" for purposes of this subsection shall mean those entities: (a) licensed to do business in the Town of Pinetop-Lakeside; and (b) whose principal place of business is Pinetop-Lakeside.

**G. CONTRACT REVIEW / EXECUTION**

All contracts with the Town shall be reviewed by the Town Attorney prior to placement on a Council Agenda, or executed by the Town Manager, whichever is applicable.

The Town Manager is authorized to execute contracts on behalf of the Town according to Section 2.08.070 (G).

**H. DELEGATION OF AUTHORITY**

The Town Manager has delegated responsibility and limited approval authority for certain types of purchases as follows:

1. The Finance Director is responsible for review of any proposed purchase, rental, lease, lease/purchase, maintenance or repair of tangible personal property to ensure that the transactions comply with the Town Code and management policy. See A.R.S. § 41-2551.
2. The Town Attorney is responsible for the approval of all purchases and sales of real property. Sales of real property shall comply with A.R.S. § 9-401 et seq.
3. Each department head is responsible for the purchase of all services that may be required by his/her department. Such purchases are subject to the requirements of this policy except as excluded.
4. No employee shall award a contract or incur an obligation on behalf of the Town if sufficient funds and budget are not available or reasonably

anticipated to be available.

5. Purchases from the Mayor and any member of the Council, purchases of goods or services from Town employees (except competitive public bidding procurements) shall require the written approval of the Town Manager and shall be limited to \$300 per transaction and \$1,000 aggregate per fiscal year.
6. No employee shall award a contract or incur an obligation on behalf of the Town in violation of this policy.

## **I. EXCLUSIONS**

The following are excluded from the competitive evaluation requirements of this policy:

1. Certain professional services. Professional services are services of those who through special learning or attainment have acquired intellectual skills and qualifications in a particular area of endeavor that has been generally accepted as a profession and which requires a prolonged course of specialized instruction and study, including: architects, attorneys, certified public accountants, insurance services, clergy, dentists, engineers, geologists, physicians, nurses, psychologists, teachers, veterinarians and health care facilities which provide a combination of professional and paraprofessional services. All such contracts shall require approval in accordance with the approval limits of this policy and the Town Code.
2. Services performed by other government or nonprofit agencies as part of an intergovernmental agreement with the Town of Pinetop-Lakeside.
3. Any purchase authorized directly by the Town Manager, Town Council, or their designees in response to an emergency which threatens public health, safety, and/or welfare. Evidence of such authorization must accompany the request for payment for such purchases. See A.R.S. § 41-2537; R2-7-E302.
4. Travel related expenses for employees or others while traveling on authorized Town business. Examples include common carrier travel, hotel accommodations, registration, and meals.
5. Payment for regulated services such as postage, local telephone service, and utility payments.
6. Agreements negotiated by the Town Attorney in settlement of litigation or threatened litigation.
7. Development Agreements approved by the Town Council pursuant to A.R.S.

§ 9-500.05 wherein Town's contribution does not exceed the threshold amount requiring public bidding pursuant to A.R.S. § 34-201(G).

## **J. PURCHASING CARDS**

Purchasing Cards will be centrally distributed through the Town's finance department. Cards will not be released to the cardholders until each cardholder has gone through orientation, received all supplies related to the program, and signed the Purchasing Card Agreement.

### **1. CARDHOLDER RESPONSIBILITIES**

It is the responsibility of the cardholder to follow the Town's Purchasing Policy and Procedures guidelines in regard to purchases, selection of vendors, security of card and monthly reconciliation. The cardholder agrees that he/she will use the purchasing card with the highest degree of personal and professional integrity and ethics.

### **2. DEPARTMENT MANAGERS, DIRECTORS, SUPERVISORS RESPONSIBILITIES**

The Department Manager, or equivalent, is responsible for designating cardholders and approving monthly purchasing card statements of cardholders to ensure they are within the Town's Purchasing Policy and Procedures guidelines. The Department Manager will also assist in assigning cardholder spending limits and regulations.

### **3. SECURITY OF CARD**

The cardholder is responsible for the security of the purchasing card. Guard the purchasing card account number carefully. It should not be posted in a work area, nor left in a conspicuous place. It should be kept in an accessible, but secure location.

The card is to be used for business purposes only.

### **4. PROHIBITED USE**

The purchasing card cannot be used to avoid nor bypass the Town's Purchasing Policy and Procedures. Purchasing cards cannot be used for personal expenses. Unauthorized use of a purchasing card constitutes unauthorized use of Town property. "Unauthorized use" includes, but is not limited to, use of the purchasing card for any personal use, use to benefit a third party, or use in excess of guidelines for authorized use. Unauthorized use of a purchasing card may subject cardholder to possible disciplinary actions, including possible

termination of employment.

## **K. EMPLOYEE TRAVEL AND TRAINING EXPENSES**

### **1. ACCOMMODATIONS**

Registration for seminars and conferences along with lodging and mileage (figured at the current IRS rate) will be paid in advance if the requisitions are properly filled out and submitted to the Finance Department at least one week prior to any applicable deadlines. The Department head who supervises the employee will approve travel and training requests prior to a purchase requisition being processed. A maximum room rate of \$175 per night is hereby established unless special circumstances exist which require a waiver of this maximum. This waiver requires advance approval by the Town Manager.

### **2. MEALS**

Meals will be advanced on a per diem basis up to \$46 per 24-hour day that a Town employee or official representative spends out of the Pinetop-Lakeside area on official business. Employees will receive higher rates when traveling to cities listed in the IRS regulations. According to IRS regulations, only travel requiring overnight stays qualifies for per diem reimbursement. Employees who commence travel status at least one hour prior to normal reporting time for a workday and who are still in travel status at least one hour after normal completion time for that workday shall be entitled to a per diem for a full 24-hour period. Standard rate partial day expenses will be paid as follows:

- a) Breakfast - \$11.00
- b) Lunch - \$12.00
- c) Dinner - \$23.00

When meals are provided, the daily per diem should be reduced based on the schedule above. The Town will not require any meal receipts but days and/or times covered should be documented in the employee expense voucher.

### **3. MILEAGE**

When an employee must use his/her personal vehicle for Town business, the Town will reimburse the employee for business related mileage consistent with the then-current Federal reimbursement rate.

4. OTHER EXPENSES

Other justified costs will be paid on a reimbursement basis. Receipts must be kept for other expenses incurred (prepaid or otherwise). In order to be reimbursed, these receipts must be submitted along with an employee expense report. Receipts not submitted will not be eligible for reimbursement.

5. CONTINUING EDUCATION EXPENSES

- a. The Town will pay tuition costs of classes from accredited institutions that beneficially impact the employee's ability to do his/her job or training, accreditation and/or qualification courses for an employee to obtain or maintain accreditation/certification for their position if approved by the Town Manager. A description of the class and the benefit it will have on the employee's job or position should be submitted. The Department Head must first approve the class or program, taking into consideration the needs of the department and the availability of funding. If the request comes from a Department Head, the Town Manager must approve the class. When approved, the request shall be forwarded to the Finance Department.
  - b. Upon approval of the class, the employee must submit a copy of the requisition and a copy of the grade report showing the successful completion of the class with a grade of "C" or better, if applicable.
  - c. The employee is responsible for paying all cost of books and materials. The employee is also responsible for tuition but will be reimbursed for tuition upon submitting the proper forms noted above.
  - d. Hardship cases will be handled on an individual basis and must be approved by the Town Manager.
6. In the event the Town will purchase goods or services from an employee or officer the provisions of Arizona Revised Statutes 38-510 et seq. will be followed.

**L. PETTY CASH POLICIES**

1. All established petty cash funds or change funds are the property of the Town of Pinetop-Lakeside and are subject to handling and accounting policies established by the Town. A petty cash fund is established for the payment of small (less than \$100) charges, for making change, or for non-recurring charges, such as freight.

2. Authorization to establish a departmental cash collection on behalf of the Town is required from the Finance Director. A request is to be made in writing to the Town Finance Director, outlining the reason for the departmental cash collection.
3. Town petty cash funds are prohibited by the Arizona Revised Statutes from being used for making loans of any type to any individual or group. Petty cash funds are also not to be used for the cashing of personal checks or for reimbursement of travel or entertainment expenses. A loan includes but is not limited to: IOU's, notes, post-dated checks, or checks presented for cash but not deposited at the end of the normal business posting period.
4. Petty cash funds are not to be created or replenished from departmental cash collections of any variety.

5. TERMINATION OR REDUCTION OF PETTY CASH FUNDS

- a. A petty cash fund should have, on the average, activity equal to one-third of its fund balance per month, or it may be considered as excess, and its balance reduced. Example: A \$100 petty cash fund should have at least \$33 of activity per month on an annual basis. The Finance Director may reduce or eliminate a petty cash fund based on the fund inactivity or violation of petty cash handling procedures.
- b. A petty cash fund may be eliminated or reduced at any time at the request of the department head or Finance Director. To close a petty cash fund, the cash balance on hand and all receipts for the petty cash are to be returned to the Finance Department. A purchase requisition is to be prepared for any outstanding bills not yet replenished to the petty cash fund. If the total of the cash to be deposited plus the requisition does not equal the total amount authorized for the petty cash account, an explanation must be provided.

7. SECURITY OF FUNDS

All petty cash funds must be maintained in a locked cash box and when not in use shall be kept in a secure place to prevent loss. Funds are to be secured only in Town buildings. Funds are not to be taken home or stored at a private residence or in a motor vehicle.

8. AUDIT PROCEDURES

All petty cash funds are subject to audit by the external auditors.

9. LOSS OF TOWN FUNDS

Petty cash losses shall be reported by the department head to the Town Manager, Finance Director, and the Police Department immediately so that a complete investigation and report can be made of the circumstances involved.

10. REPLENISHMENT OF PETTY CASH

To replenish the petty cash funds, a purchase requisition is to be prepared. Receipts must be secured for all payments; no reimbursement will be made without any original receipt. Each receipt (properly shown as paid and/or initialed by the person receiving the cash) must be attached to the purchase requisition and forwarded to the Finance Department for reimbursement. Retain copies of both the Requisition and the receipts in a departmental petty cash file.

11. PETTY CASH BOOKKEEPING PROCEDURE

Each department shall maintain a permanent, continuous ledger documenting every expenditure made by and every reimbursement received from the petty cash fund. This ledger will allow easy determination of cash on hand and the amount of expenditures not yet reimbursed by the Finance Department. The sum of these two amounts shall equal the authorized amount of the petty cash fund. The ledger and receipts must be kept in a separate location from the cash box.

**M. CASH COLLECTIONS AND OTHER CASH-HANDLING PROCEDURES**

1. DEPARTMENTAL COLLECTION OF CASH AND CHECKS

- a. All cash and checks collected must be deposited in a Town account.
- b. The following cash and check collection procedures must be followed, if your department has been authorized to accept Town monies:
  - 1) All cash and checks collected by a department must be deposited on a timely basis in the Finance Department.
  - 2) Checks accepted for payment are to be made payable to **THE TOWN OF PINETOP-LAKESIDE** and immediately stamped, "**FOR DEPOSIT ONLY – The Town of Pinetop-Lakeside General Fund.**" Departments are not authorized to cash checks made out to the Town.
- c. Any other method of recording the collection of cash and checks must be approved by the Finance Department prior to implementation.

- d. Per Resolution No. 06-826, the Town will charge the issuer a fee of \$25 for each check returned to the Town due to unavailable/insufficient funds.
- e. No cash collected shall be expended for departmental/Town activities or expenses – (petty cash funds must be established for this purpose). **Individuals responsible for accepting cash and checks may be held personally liable for shortages of funds either through theft, loss, or improper disbursement.**

## 2. DEPOSITS

- a. Cash and checks shall be deposited daily with the Finance Department unless the amount of collections is small (less than \$50 weekly), in which case deposits may be made weekly. Documentation for credit card transactions shall be turned in daily to the Finance Department, along with an explanation of the transactions.
- b. When a deposit is made in the cash register an electronic receipt is created. The receipt reflects the total for the monies being deposited. The Finance Department will enter into an income account (to be identified by the department) the total amount deposited. The Library will make monthly deposits and provide a detailed listing of all money received which will be validated by the Finance Department. The Police Department will make weekly deposits to the Finance Department and provide a detailed listing of all money received which will be validated by the Finance Department.
- c. The Finance Department will verify the receipt and notify the department of any discrepancy.

## 3. SECURITY OF FUNDS

All deposited funds will be treated in accordance with the policies and procedures detailed in Section L. Petty Cash Policies.

## V. **STATE AND NATIONAL CONTRACTS**

County, state, and national approved purchasing contracts may be used for purchases of goods and services. These contracts shall be approved by the Town Council as required in Section III.

**VI. TYPES OF PURCHASING FORMS**

Purchasing forms generally consist of purchase requisitions and check request forms. Proper use of each form is detailed in Section III.

**VII. EXPENDITURES/COST SYSTEM OVERVIEW**

The Town of Pinetop-Lakeside tracks purchases and expenditures through the use of line item, budgeted account numbers. Projects are assigned line items at the beginning of each budget year.

ISSUED BY:



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Keith Johnson  
Town Manager

**ADDENDUM A**

**Purchasing Policy & Procedures Matrix**

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All Purchases of Materials, Equipment, Supplies, and Services except as excluded elsewhere in the Policy:

<u>Dollar Limitations</u>	<u>Bids/Quotes (Y/N)</u>	<u>Approval</u>	<u>Requisitions</u>	<u>Public Opening</u>
Less than \$2,500	Y - When Practicable	Dept. Head/Designee	No	No
\$2,500 - \$10,000	Y – Written/Oral Quotes  (3 Minimum)	Dept. Head/Designee	Yes	No
\$10,000 - \$50,000	Y - Written Quotes  (3 Minimum)	Town Manager/ Designee	Yes	No
Over \$50,000	Y - Sealed Bids	Town Council	Yes	Yes





edit 9/25/2018

**EMPLOYEE EXPENSE VOUCHER for TRAVEL, SEMINARS and MEETINGS**

**EMPLOYEE NAME:** \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_

DATE	Begin/End Travel Time	TUITION / REG.	Payment Method	LODGING	Payment Method	MEALS	Payment Method	OTHER	
								AMOUNT	DESCRIPTION
		\$		\$		\$		\$	
		<b>MILEAGE:</b> Beginning Odometer Reading _____ Ending Odometer Reading _____ Total Miles _____ Less Personal Use ( ) _____ Net Miles _____ 0 Times .535¢ cents per mile X .535 Total Mileage Expense \$ -							
<b>COLUMN TOTALS</b>		\$ -		\$ -		\$ -		\$0.00	\$ -

**Advances:** \_\_\_\_\_ GL CODE \_\_\_\_\_

Check Request Total: \_\_\_\_\_ Check # \_\_\_\_\_

If total **PAYMENTS** are greater than total **EXPENSES**, enter amount to be returned to the Town \_\_\_\_\_

If total **EXPENSES** are greater than total **PAYMENTS**, enter amount to be reimbursed to Employee \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Director Signature