



TOWN OF HARRISBURG, NC
PURCHASING POLICY AND PROCEDURES
Adopted 1/14/2019

I. Introduction

A considerable portion of the expenditures of every government is for purchases of goods and services. A local government's power to make purchases and contracts, like other powers, is derived from the Legislature and is subject to such limitations and restrictions as it may impose. The basic grant of power to purchase and contract for municipalities is found in North Carolina General Statute 153A-11. The provisions within this policy shall be in compliance with the North Carolina General Statutes regarding purchasing. This Purchasing Policy establishes rules and regulations to govern all purchases and contracts by the Town of Harrisburg (the "Town").

Purchasing statutes and rules may change from time to time and this policy shall be updated periodically to reflect these changes.

II. Glossary

- **Bid:** A multi-step process required of the Town by North Carolina General Statutes. Quotes from three separate vendors are required during any bid process unless the good or service to be supplied is produced by only one vendor.
 - i. **Informal Bid:** An informal bid is required for contracts for construction or repair work and for the purchase of supplies, materials, or equipment on items \$30,000 and above. Requests for quotes are not required to be advertised to the public. Purchases in this category that are \$50,000 and above require Town Council approval.
 - ii. **Formal Bid:** A formal bid is required on purchases of supplies, materials, or equipment costing \$90,000 and above or on services \$500,000 and above. Public advertisement of the request for bids must be made, three bids must be received, bids must be sealed and opened in a public forum, and Town Council must approve the winning bid.
- **Quote:** A price provided by a vendor for a good or service. Quotes for purchases below the formal bid threshold may be verbal over the telephone (documented), fax, electronic, or in writing. Formal bids must be in writing and sealed.
- **Requisition:** Input into the financial system by a department to request the generation of a purchase order by the Finance Department prior to a purchase.
- **Purchase Order (PO):** Authorization for the purchase of goods sent by the Finance Department to a vendor prior to the purchase.
- **Encumbering:** To commit a given amount of money from the approved budget to the payment of an order. When a purchase order is issued, the budgeted funds have been encumbered, or reserved for that purpose.
- **Purchasing/Procurement:** Interchangeable, how the Town obtains needed goods and services.
- **Department Head:** The individual authorized to make purchasing decisions on behalf of their department.
- **Finance Officer:** The Finance Director or Deputy Finance Director.
- **Professional Service Contract:** Contracts for consultants, attorneys, and auditors.

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III. General Procedures

1. Requisitions for products or services shall be entered into the electronic requisition form approved by the Finance Department, by a person designated by the department head. Sales tax should be encumbered on the requisition.
2. If a purchase would result in line item budget overrun, a budget amendment request should be included. The requisition will not be granted until the budget amendment has been approved. Interdepartmental amendments may be approved by the Finance Officer. Amendments that require the use of contingency funds must be approved by Town Council.
3. The Finance Department will review and approve requisitions after the purchaser's Department Head has approved. Once the requisition is approved by Finance, a purchase order will then be generated and forwarded to the department to place the order.
4. Departments must allow ample time for processing for those purchases that require the competitive bidding process. The amount of time needed to complete the process is outlined in the section "Purchasing Procedures."
5. All purchase orders issued which involve multiple departments should have the approval of all participating department heads or appointed employees prior to issuance.
6. All purchases greater than \$1,000, except those made from special or recurring bills (e.g. membership renewals, subscription renewals, utilities, conference registrations, contract billing, permit fees, inter-local fees and assessments, etc.), shall be made with a purchase order.
7. It is the desire of the Town to purchase from vendors located within Harrisburg and Cabarrus County whenever possible. This can be accomplished by ensuring that local vendors who have goods or services available, which are needed by the Town, are included in the competitive purchasing process. The Town has a responsibility to its residents to ensure the maximum value for each dollar spent. The Town cannot and will not make purchasing decisions solely based on vendor residence. Rather, the Town will endeavor to encourage local vendors and suppliers to compete for all Town business.

IV. Purchasing Procedures

See Figure 1 for purchasing flow chart

1. Cash Purchases

Cash purchases should be avoided, but in the event cash is required, a check request can be submitted to the Finance Department prior to the purchase. Receipts must be returned to the Finance Department to be attached to the purchase in the financial software.

2. Purchases less than \$1,000

Purchases may be made with the approval of the Department Head without a purchase order. Purchases below \$1,000 should be made using the Town-provided Purchasing Card whenever possible. See the Purchasing Card Policy and Procedures for requirements regarding these transactions. Employees making purchases below \$1,000 from vendors which do not accept credit card payment must obtain a copy of the invoice or other type of quote and submit to their Department Head for account classification and approval. The Department Head is responsible to submit the signed invoice to the Finance Department for payment. These purchases should be made with reputable vendors who are willing to bill the Town. **Dividing purchases in order to evade having to enter a requisition and obtain an assigned purchase order is prohibited.**

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3. Purchases \$1,000 - \$29,999

A requisition must be submitted and approved **prior** to the purchase of any item or group of items exceeding \$1,000. A copy of the quote must accompany the requisition prior to approval. After the requisition has been checked for accuracy and for adequate available budgeted funds and approved by the Finance Department, the requisition will be converted to a purchase order. For items in this price range, the responsibility lies with the Department Head to establish need for goods or services and determine best quality at lowest cost. Notify the Finance Department of items and quantities that are common to other departments to allow for group purchasing whenever possible. There is no minimum number of quotes required for purchases at this level, but more than one quote is considered best practice and shows diligence with taxpayer funds.

4. Purchases \$30,000 - \$89,999 (Informal Bid)

a. Informal bid procedures must be followed on contracts for the following:

- i. Purchases or lease-purchases of apparatus, supplies, materials, or equipment expected to require expenditure equal to or greater than \$30,000, but less than \$90,000
- ii. Construction or repair work when expenditures of \$30,000 to \$500,000 are involved (G.S. 143-131)

b. Detailed specifications including description, brand/model number, quantity, unit, delivery date required, and any known vendors should be provided to the purchaser's Department Head. The purchaser will obtain quotes from at least three vendors, if possible. However, contracts in the informal range may be awarded even if only one bid is received. Departments should allow ample time (seven to ten working days) for quotes to be obtained. Since informal bids do not have to be publicly opened, telephone and electronic quotes are acceptable. Identity of bidders may not be disclosed until after award of bid. Quotes become a matter of public record after award of bid and will be maintained in the purchaser's department. After quotes have been reviewed by the Department Head, a recommendation based on determination of the lowest responsive, responsible bidder will be made. If the low bid is not desirable, the Department Head shall provide a written explanation. A requisition with the attached quote(s) will be entered into the financial system by the Department Head or designated employee, and after Finance Department approval, will be converted to a purchase order.

5. Purchases \$90,000 and above (Formal Bid)

a. Formal bid procedures are used for purchase or lease-purchase of apparatus, supplies, material, or equipment expected to require expenditure equal to or greater than \$90,000 and for construction or repair work requiring the estimated expenditure of \$500,000 or more (G.S. 143-129). The Department Head must formally bid these items which generally require more detailed specifications and special conditions. Detailed specifications including description, brand/model, quantity, unit, delivery date required, and any known vendors should be documented by the purchasing department. The Department Head will mail the RFQ/RFP to prospective vendors and advertise the requests publicly after being routed through the Finance Department for approval.

- i. Request For Qualifications (RFQ) – Publicly advertised description of project specifics and vendor-qualifications that are required for the vendor to propose on a project. Only those who successfully respond to the RFQ and meet the qualification criteria will be included in the subsequent Request For Proposals (RFP) solicitation process.

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- ii. Request for Proposals (RFP) – A request (publicly advertised or targeted to RFQ-respondents) that solicits a proposal (bid) on a specified purchase or project. This can also be called an invitation to bid.

The Department Head will send out the Invitation to Bid along with the Instructions to Bidders which has been prepared by the Department Head or designated employee with the assistance/approval of the Finance Department. Sealed bids require advertising in a newspaper which has a general circulation of at least seven (7) days prior to bid opening. Therefore, the time lapse from receipt of information to award of bid may be 30-45 days. An opening date and time are set in the bid conditions and all bids remain in the Finance Department's office sealed until that time. Offerors should be allowed at least fourteen (14) working days (depending on the nature of the bid) from date of issue to return the bid. All bids received will be stamped or marked by the Finance Department as to the date and time of receipt. Bidder names are not announced until opening, except in construction bids. After the bids have been opened, they will be examined and compared by the Finance Department and Department Head, with respect to compliance with specification, quality and suitability of the products, time of delivery and other specific conditions that were included in the bid. A recommendation for the bid award based on determination of the lowest responsive, responsible bidder will be made to the Town Manager. If the low bid is not desirable, the Department Head and/or the Finance Department shall provide a written explanation. After bids have been opened, they will become a matter of public record and maintained in the Finance Department. After approval of the award by the Town Manager's Office, a requisition will be submitted to the Finance Department by a designated employee and a purchase order will be issued.

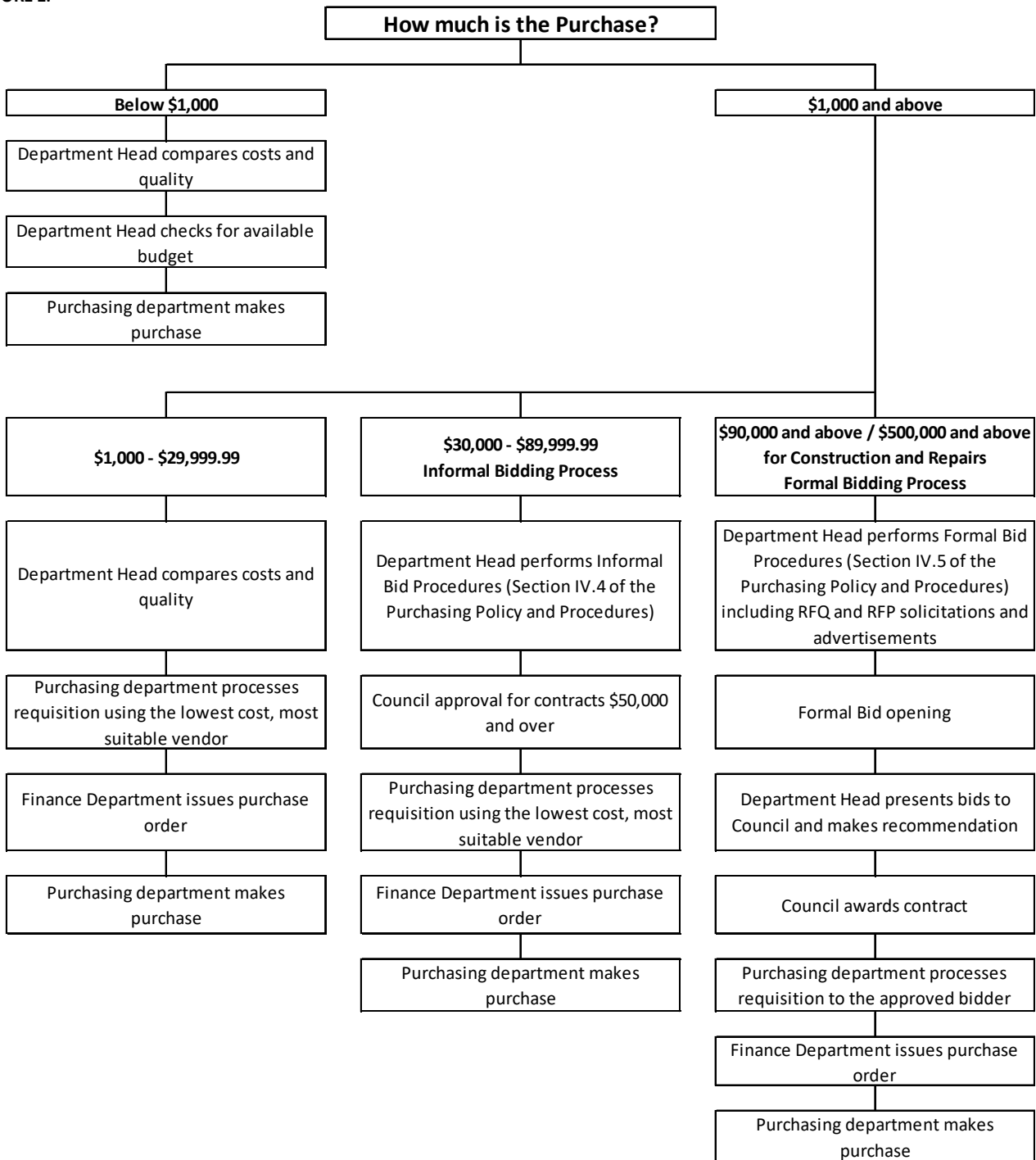
- b. Exceptions to the formal bid process are as follows (G.S. 143-129):
 - i. Purchases of "gasoline, diesel fuel, alcohol fuel, motor oil or fuel oil." These may be purchased after receiving informal bids, regardless of the size of the expenditure.
 - ii. In cases of special emergency involving the health and safety of the people or their property. The emergency must be present, immediate, and existing. It may not be a condition that is merely anticipated and may never actually occur. **Poor planning does not constitute an emergency.**
 - iii. Purchases from other units of government.
 - iv. A construction or repair project undertaken using the permanent work force of the unit, if the total cost of the project does not exceed \$125,000 or if the labor costs do not exceed \$50,000.
 - v. Purchases of information technology through contracts established by the State Office of Information Technology Services as provided in G.S. 147-33.82(b) and G.S. 147-33.92(b).
 - vi. Change order work during the progress of a project that was initially bid.
 - vii. Purchases from federal or State contracts, if the contractor is willing to extend the same or more favorable pricing, terms, and conditions as established in the federal or State contract.
 - viii. "Sole Source" purchases. However, purchases made under this exception must be approved by the governing board. A written explanation or justification must be kept on record.
 - ix. Purchases of used apparatus, supplies, materials, or equipment.
 - x. "Piggybacking" (purchases from supplier to other public agencies). Local governments may purchase apparatus, supplies, materials or equipment from a supplier that has, within the past twelve (12) months, contracted to furnish an item to any government agency. The contractor must be willing to supply the item to the local government for the same or more favorable price. In addition, the prior contract must be one that was entered into following a public bid process. A notice in a newspaper which has a general circulation must appear

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ten (10) days prior to the meeting of the governing board indicating the intent to consider a waiver of competitive bidding.

- c. Although the waiver of competitive bidding is permitted, the use of competitive bidding is required whenever practical. All reasons for a waiver of the competitive bidding process **must** be documented.

FIGURE 1:



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V. Special Procurement Procedures

a. Fuel – Gasoline or Diesel

Fuel for Town vehicles, equipment, and fuel cans may be obtained using the fuel pumps at the Public Works Facility or using a Voyager card at a gas station. The fuel supplied at Public Works provides significant savings to the Town in comparison to purchases made at gas stations and should be exclusively used except for purchases made on trips or in emergency situations.

- i. Public Works Facility – Each vehicle contains an electronic badge which provides access to the gate at the facility and acts as the vehicle identifier to activate the fuel pump. The badge must remain with the vehicle at all times.
- ii. Voyager Fuel Card – Each vehicle contains a Voyager Credit Card which can be used at gas stations. Employees will swipe the credit card and be prompted for a PIN. Each employee should use the last four digits of their social security number as the PIN. The pump will also prompt the user for vehicle mileage. Regular unleaded gasoline should be used for all Town vehicles not requiring diesel fuel. Gas cans are also assigned Voyager cards, but mileage is not requested by the pump.

b. Travel

Employees should use Town-provided vehicles for travel within and outside of Town limits whenever possible. Fuel purchased on trips outside of Town limits should be made with Voyager cards. When using a Town-provided vehicle, employees are not eligible for mileage reimbursement. Department Heads are responsible for approving the use of a personal vehicle and incurring mileage charges before the trip is taken.

Meals are reimbursable to employees who are traveling for Town business and classes or conferences. Department Heads are responsible for determining if employees should charge meals to Purchasing Cards or if the employee should file for a per diem reimbursement with a check request. Per diems are calculated depending on the destination using the GSA.gov travel website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). The first and last day of the trip are calculated differently than standard travel days as shown on the GSA website. Per diem check requests must include the following information:

- i. Printout from GSA.gov showing the approved per diem rate for the travel destination.
- ii. Travel dates.
- iii. Proof of registration for conferences or the business-purpose of the trip.
- iv. Department Head approval.

c. Capital Purchases and Borrowed Funds

Capital purchases are purchases of equipment costing more than \$5,000 with a useful life of more than one year or a construction project costing more than \$5,000 that is not considered a repair. A construction project that does not expand the asset or extend the useful life of an existing asset is considered a repair, regardless of cost. Every capital purchase is assigned a project number and identified in the Town's Capital Improvement Plan, which is updated annually during the budget process.

Purchases and projects that will be funded with borrowed funds must be coordinated with the Finance Department well in advance of the expenditure. It can require considerable time for the

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Finance Department to get approval from the State for debt issuances as well as bidding out debt to banks.

d. Refunds

Refunds of deposits or for cancelled services such as withdrawing a child from an athletic program should be initiated with a check request through the Finance Department. Indicate the circumstances of the refund and deduct administrative fees on the check request form. The account in which the original revenue was credited towards will be the account number used to disburse the refund.

e. Blanket Purchase Orders

Blanket purchase orders will be issued to selected vendors for the procurement of large volume items or annual services. Blanket Purchase Orders should not be used for items normally carried in stock.

Requests for Blanket Purchase Orders must, in addition to the required information, indicate the items covered by the Blanket Purchase Order and a Not to Exceed (NTE) amount. The issued PO will instruct the vendor that unauthorized purchases will not be allowed. The Department Head is to provide a list of authorized personnel who are permitted to execute a purchase order under a Blanket PO. It is the responsibility of the individual authorized to purchase under a Blanket Purchase Order to ensure adequate funds are available for purchases. Any purchase exceeding the funds available under a Blanket Purchase Order will be classified as an unauthorized purchase unless a written purchase order increase request has been submitted in writing.

Blanket Purchase Orders are only valid for the current fiscal year for which they are entered.

f. Emergency Purchases

Supplies or services which qualify for emergency purchase are those for which immediate procurement is essential to prevent delays in work that may affect the life, health or safety of the Town employees or citizens. In cases of emergencies, the Department Head or their designee may purchase directly from any vendor.

The purchaser's department shall exercise good judgment and use established vendors when making emergency purchases. The best possible price should be obtained and only essential, emergency-related items purchased. A failure to anticipate needs does not constitute an emergency. Needs should be anticipated in advance and emergency purchases avoided whenever possible. Emergency orders may be costly as vendor supplies and/or resources may not be adequate on short notice, often necessitating higher prices for services or goods rendered. The use of emergency purchase procedures should be carefully considered and limited whenever possible.

During working hours, notify the Finance Department of the purchase as soon as reasonably possible. Normal requisition procedures should be followed as soon as possible after the purchase, noting that the purchase was for an emergency, with a brief explanation of the nature of the emergency.

After working hours, the spirit and intent of all purchasing procedures should be followed until such time as normal processing and administration can occur. The invoice received should be coded with the account(s) to be charged and signed. A brief explanation of the nature of the emergency should

be attached. The Finance Department must be notified of the purchase and the circumstances the morning of the next business day.

g. State of North Carolina Purchase Contract

The Finance Department and Department Heads will use the State of North Carolina Department of Administration Purchase and Contract Division whenever possible for procurement of capital and non-capital items. This system expedites the purchase of goods, offers pricing compatible with quotes received from formal and informal bids and satisfies North Carolina General Statutes. It is not necessary to follow bid procedures or receive multiple quotes when utilizing the State contract. Examples of goods on State Contract are law enforcement vehicles, office furniture, copiers, janitorial supplies, copier paper, light bulbs, etc. Contact the Finance Department with questions regarding goods on State Contract. The State of North Carolina Interactive Purchasing System can be found on the web at www.ips.state.nc.us/ips/Default.aspx.

h. Purchasing Cards

Please refer to the Town of Harrisburg **Purchasing Card Policies and Procedures**.

i. Service Contracts

i. Procedure for Negotiating, Awarding and Executing Service Contracts

1. It is the purpose of this policy to create and maintain an efficient and uniform process in the administration of service contracts. A department shall select service providers according to the procedures set out in this policy. The need for such contracts is based upon the requirement of the department and with the approval of the Department Head.
2. Service contracts are contracts that call for a contractor's time and effort rather than for a concrete end product. There are two types of service contracts:
 - a. Professional – those which involve professional, technical and skilled services such as architectural, engineering, legal, design, financial, audit, consultant training, appraisal, survey, planning, environmental and other services of a similar skilled or professional nature.
 - b. All other – those which consist of leases for rental equipment, maintenance agreements, janitorial, demolition, towing, and similar activities.

ii. Professional Service Contracts

1. Professional Service Contracts will be issued after proposals are solicited from two (2) or more service providers. A request for proposal (RFP) is a competitive procurement process that allows the Town to consider factors other than price such as qualification, experience, innovation, creativity, value-added service and project approach. The following elements shall be identified in the request for proposals as necessary items in any acceptable proposal:
 - a. A detailed description of previous similar projects including photographs and locations where applicable, costs, initiation and completion dates, and any special design consideration for the desired services including necessary preliminary studies;
 - b. Clients for whom similar services were provided and the appropriate individual who may be contacted as a representative of each client;

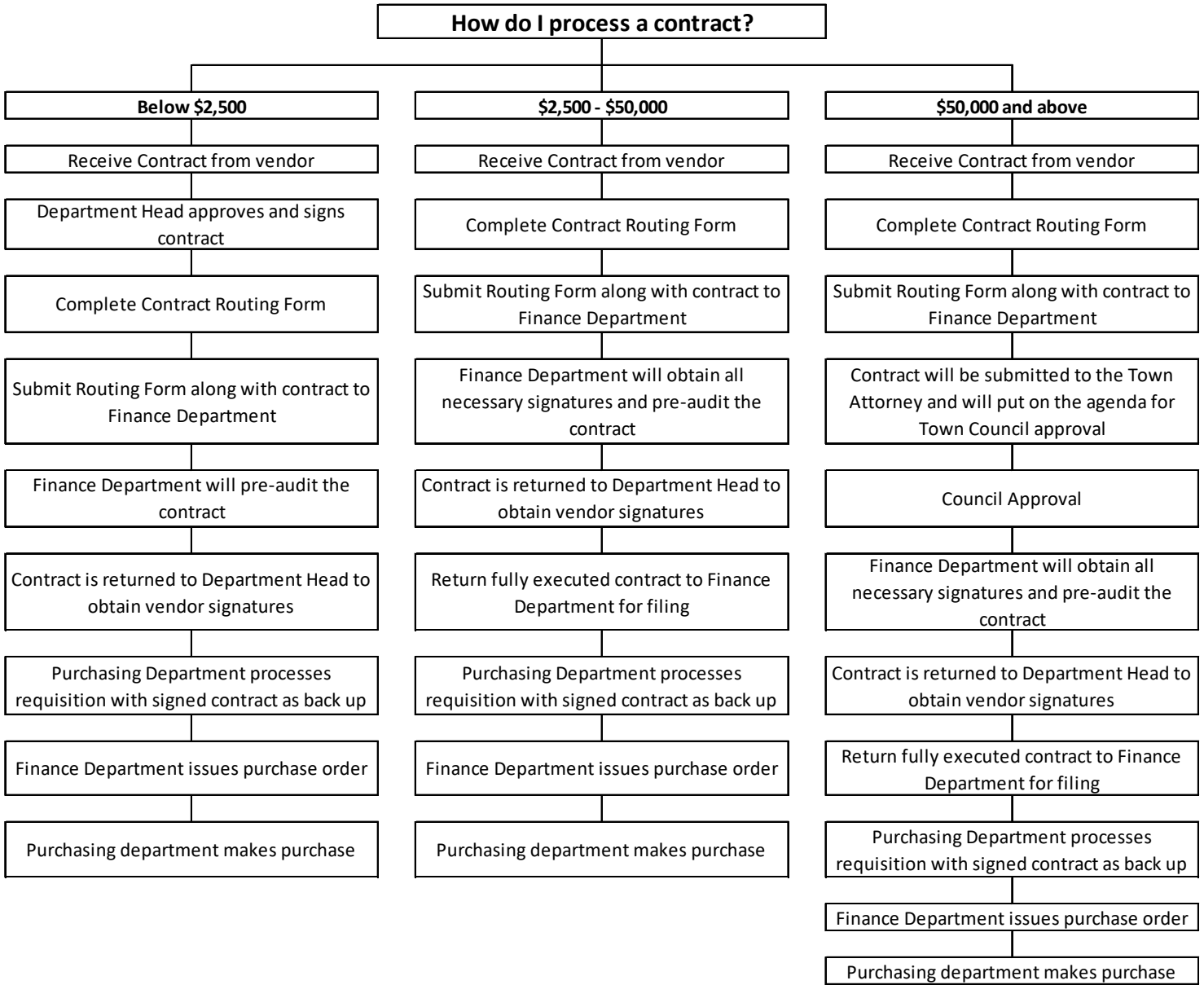
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- c. Consulting team composition with specific reference to individuals who would be associated with the team and their particular responsibilities;
 - d. Time schedule, which the firm will follow, for initiation of the project and for various stages throughout the completion;
 - e. Proposed service fees, with the exception of professional architect's, engineer's and surveyor's fees; and
 - f. Any special consideration of the service, or project, and other pertinent data.
 2. In evaluating proposals, the criteria for selecting a qualified firm should be clearly defined in the proposal. The proposal must state the factors relevant to its selection of a company and then weigh those factors according to their importance.
 3. After evaluation, the Department Head shall prepare a recommendation to the Town Manager indicating the reason(s) for selecting the successful provider, and a list of all the firms to which the request for proposals was mailed and those submitting proposals.
- iii. Other Service Contracts
 1. Contracts may be established for, but not limited to, maintenance contracts on equipment, janitorial services, security services, etc. The need for such contracts is based upon requirements of the department and with the approval of the Department Head. While service contracts are not subject to the competitive bidding laws, competitive procedures should be used when there is ample competition in the marketplace.
- iv. Contract Authority and Routing – **See Figure 2 for Contract Routing Chart**
 1. The Town Manager's Office, with a majority vote of the Town Council in a public meeting, is the only unit authorized to sign contracts committing over \$2,500 of Town funds for any purpose. Department Heads may sign contracts below \$2,500, however, the contract must be routed through the Finance Department for review. The Town Manager's Office has the authority to approve contracts for less than \$50,000, but all contracts shall be reported to the Town Council. Any contract that pledges the faith and credit of the Town, in any form, is not permissible, unless signed by the Town Manager's Office. The original copy of the executed contract must be filed with the Finance Department. Also, no funds may be expended for a contract until the contract is pre-audited for sufficient appropriated funds by the Finance Officer. All leases and/or contracts for real property, purchase, lease or rental shall be negotiated through the Town Manager's Office in conjunction with the Town Council.
 2. Therefore:
 - a. All contracts should include a maximum dollar limit to ensure the vendor understands the limit.
 - b. All contracts should run for or during the fiscal year, July 1 – June 30.
 - c. If contracts are for greater than one year, a non-appropriation clause should be included in the event funds are not available in the subsequent years. In addition, a pre-audit statement needs to be done each year and signed by the Finance Officer.
 - d. To begin the contract process, all original contracts shall be forwarded to the Finance Department along with a completed Contract Routing Form. This includes processing a requisition in the financial software.
 - e. The Finance Department will obtain all contract signatures including pre-audit.

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- f. All contracts need to contain the pre-audit statement signed by the Finance Officer and must include the account number to which the payment will be charged.
 - g. Contracts requiring approval of the governing board must be forwarded to the Finance Officer at least ten days before the meeting to be included on the agenda.
 - h. All contracts need to be encumbered by a purchase order when signed. After the contract has been pre-audited a copy will be forwarded from the Finance Department to the Department Head to enter a requisition in the system and a pre-numbered purchase order will be generated.
- v. Town-wide contracts have been issued for the following and departments are required to use these vendors unless prior approval from the Finance Department has been given. Designated vendors were determined through competitive bidding by the Finance Department.
- 1. Office Supplies – the Town contracts with a single vendor for office supplies, based on a competitive bid process. Unless approved by the Finance Department, office supplies should not be purchased from other vendors.
 - 2. Business Cards, Branded Envelopes and Letterhead – All Town employee business cards, branded envelopes and letterhead must be obtained by the Communications Manager.
 - 3. Information Technology – All IT purchases of equipment, as well as service contracts, shall be approved by the IT Director.
 - 4. Telecommunications – All telephone lines, changes, repairs, voice mail, phone system, internet, cell phones, etc. are acquired through the IT Department with no exceptions.
 - 5. Extermination Services – All extermination services should be initiated through Administration – Buildings and Grounds Maintenance.
 - 6. Mailings and Communications (i.e. SouthData) – All bulk mailings should be processed through the Customer Service Department.

FIGURE 2:



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VI. Surplus Property

- a. Departments should dispose of surplus property through the Finance Department, as described in N.C.G.S. 160A Article 12. A surplus property declaration request should accompany the surplus property to the Finance Department.
- b. Surplus property will be offered to Town departments before being sold by auction, electronic auction, or delivery to the State surplus facility.
- c. Property, either individually or a similar group of items, with an estimated current value greater than \$30,000 must be declared surplus by the Town Council. The Town Council has designated authority to the Town Manager to declare property as surplus with an estimated current value less than \$30,000. All real property must be declared surplus by the Town Council regardless of dollar amount.
- d. The Town Manager may dispose of surplus personal property by any means which is judged to be reasonably calculated to yield the highest attainable sales price.
 - i. Private negotiation and sale – personal property valued at less than \$30,000 is eligible.
 - ii. Advertisement for sealed bids – all property types and values are eligible.
 - iii. Negotiated offer, advertisement, and upset bid – all real property and personal property valued at more than \$30,000 is eligible. Upset bid process consists of a public advertisement of the sale/auction and the current bid price. Each time a bid is placed by the public, the bidder notifies the Town Clerk and submits a deposit equal to five percent of the total bid amount. Each successful bid must be followed by a new public advertisement until no additional bids are received and the property is sold to the current high bidder. The sale is not final until Town Council approves the sale at the final bid price at the next Town Council meeting.
- e. The Finance Department shall maintain records of all property sold or exchanged, which shall include a general description of the property sold, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.
- f. The Town may discard any personal property that is:
 - i. Determined to have no value.
 - ii. Remains unsold or unclaimed after the Town has exhausted efforts to sell the property using any applicable procedures under N.C. General Statutes.
 - iii. Poses a potential threat to the public health or safety.

VII. Conflict of Interest

The Conflict of Interest statute prohibits public officers or employees who are involved in the making or administering of a contract from deriving a direct benefit from the contract. A public officer or employee who will derive a direct benefit from a contract but is not involved in making or administering it shall not attempt to influence any other person who is involved in making or administering the contract.

It is the policy of the Town not to engage in business transactions with their respective officials (Mayor, Council Members and Department Heads) either directly or indirectly. This policy is fully applicable to the Finance Department and all departments.

Please refer to the Town of Harrisburg Uniform Guidance Conflict of Interest and Gifts Policy for policies applied to Federal and State grants and loans.

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VIII. Minority Owned Business Enterprise (MBE) Participation

The Town follows N.C.G.S. 143-128.2 regarding Minority Owned Business Enterprise Participation in the awarding of building construction contracts of \$300,000 or more. The Town’s formally adopted MBE Policy conforms to N.C.G.S. 143-128.2.

IX. Purchases made with grant or loan funds awarded by Federal/State/Pass-through agencies

Purchases made with, or to be reimbursed by, grant or loan funds awarded by Federal, State, and pass-through entities must comply with the requirements of Federal Uniform Guidance, the State Single Audit Implementation Act, and the individual grant agreement or contract. Federal and State grants are highly scrutinized throughout the entire process, from application to close-out. Therefore, all grant applications, regardless of size, and all activities related to the expenditure of Federal and State awards must go through the Finance Department for review and approval. Department Heads who consider applying for grant funds should notify the Finance Officer early in the process and work closely with the Finance Department to accept grant or loan funding properly.

Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

Please refer to the 1) Town of Harrisburg Uniform Guidance Conflict of Interest and Gifts Policy and the 2) Town of Harrisburg Uniform Guidance Procurement Policy for specific policies and procedures over Federal and State awards.

X. Vendors

All new vendors must complete a Vendor Participation Application, an E-Verify affidavit, and an IRS Form W-9 and submit to the Finance Department. It is the responsibility of prospective vendors to familiarize themselves and adhere to the Town’s Terms and Conditions, as posted on the Town’s website. Vendors who receive more than \$600 of compensation from the Town in a calendar year will receive a Form 1099 from the Finance Department in January of the following year.

XI. Payment of Invoices

Invoices may be paid with a Purchasing Card or by check. Invoices will be paid by the Finance Department on a weekly basis. Invoices associated with a purchase order must contain the purchase order number on the face of the invoice. The Department Head must code the expenditure and sign the invoice prior to submission to the Finance Department.

Employee Signature

Date

Finance Department Representative

Date