



ADMINISTRATIVE REGULATION

Office of the City Administrator

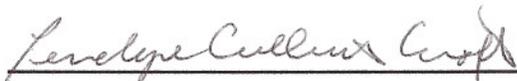
Number	205
Sections	1-6
Effective Date	8/1/07
Responsible Department	Finance
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SUBJECT: Material Requisition/Purchase Order Process

1. **Purpose:** The Material Requisition/Purchase Order Process is to be used for city procurements.
2. **Authority:** Section 401 of the Huntington Beach City Charter.
3. **Application:** This regulation shall apply to all.
4. **Policy:** Centralized purchasing for the City of Huntington Beach is the established method by which departments may requisition material, equipment, and services. The city's procedure for securing material, equipment, and services is described as the Material Requisition/Purchase Order Process.
5. **Responsibilities:**
 - 5.1. **Central Services Division**
 - 5.1.1. Has the responsibility and authority to purchase materials, equipment, and services required by the City of Huntington Beach in compliance with Huntington Beach Municipal Code Chapter 3.02 Purchase of Goods and Services.
 - 5.1.2. Issues and prepares purchase orders.
 - 5.1.3. Inputs purchase order information into the ERP system.
 - 5.1.4. Prepares and maintain all records necessary for the purchasing function.
 - 5.1.5. Follows up purchase orders with vendors.
 - 5.2. **Originating Department**
 - 5.2.1. Responsible for preparation of the computer-generated Material Requisition.
 - 5.2.2. Responsible for providing to Central Services all necessary specifications for material that is being ordered on the Material Requisition Form--RCA, Sole Source, Emergency Rider, and all pertinent and approval/justifying backup.
 - 5.2.3. Responsible for having authorized department personnel approve automated departments accounts.
 - 5.2.4. Responsible for monitoring the receipt of requested goods and services in compliance with the purchase order and Administrative Regulation #206.
 - 5.2.5. Responsible for notifying Central Services of any discrepancy of delivered goods and services, damages, etc.

6. Procedures:

- 6.1 When a department has a need for materials, services, or equipment, a computer generated material requisition is created by department. (see Attachment A). Please refer to JDE Manual in the "I" drive under Procurement and the Procurement Workflow Process on the Surfnet.
- 6.2 After authorized departmental approval, the computer-generated material requisition will move to the Central Services Manager to be processed.
- 6.3 Emergency procurements of goods or services can be made in accordance with 3.02.180 of the city's Municipal Ordinance Code.
- 6.4 Using the computer-generated Material Requisition, Central Services will select a vendor or confirm suggested vendor and establish firm prices and set the terms and conditions of the purchase. Central Services will make the selection of vendors in consultation with the ordering department whose name appears on the material requisition.
- 6.5 Using the computer-generated Requisition as the source document, the Central Services Division will prepare purchase order.
- 6.6 Purchase orders approved for release to the vendor, and approved and signed by the Purchasing Central Service Manager, will be distributed in the following manner:
 - a. White Copy (original copy) Mailed to the vendor
 - b. Printed Copy (Purchasing Copy) Retained by Purchasing and filed in alphabetical order by vendor name.
- 6.7. "Ex-post Factos" are unauthorized purchases that are made without an encumbrance of funds and/or when a commitment has been made on the city's behalf to a vendor without the issuance of a purchase order in accordance with the process described in this Regulation. This type of buying activity does not comply with the Huntington Beach Municipal Code 3.02 or this Administrative Regulation.



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