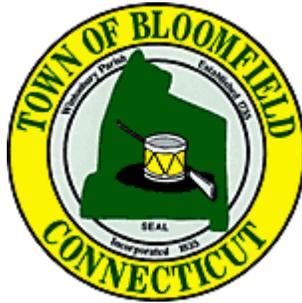


**TOWN OF  
BLOOMFIELD, CT**



**PURCHASING POLICIES AND  
PROCEDURES MANUAL**

**June 20, 2006**

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## **1. Governing Authority:**

The Town Charter, Sections 502 (c) and 909, as revised November, 2005, establishes the Purchasing function, as follows:

### **“Section 502. Town Manager.**

c. The town manager shall be the purchasing agent of the town and all supplies, materials, equipment and other commodities required by any department, office, agency, board or commission of the town, except the board of education and the department of library services, shall be purchased through him on requisitions signed by the head of the department, office or agency or chairman of the board of commission and approved as to the sufficiency of funds by the director of finance. The town manager shall serve as purchasing agent for the board of education, and the department of library services if requested to do so by the chairperson of the board of education or the chairperson of the board of library directors.

Purchases shall be made in accordance with such rules and regulations as may be established by the council.

If any purchase or contract for purchasing, including a continuing order or contract for the purchase of the same commodity over a period of time, involves the expenditure of one tenth of one percent (.1%) of the total annual budget of the town for the current fiscal year or more, the town manager shall invite sealed bids or proposals, giving ten (10) days notice thereof by at least one publication in a newspaper having a circulation in the town, and shall let the purchase or contract to the lowest responsible bidder with the right to reject any or all bids and proposals. All such sealed bids or proposals shall be opened publicly. No single transaction shall be divided for the purpose of evading the provisions of this section.

Upon the recommendation of the town manager that to do so would serve the best interests of town, or upon its own initiative, the foregoing requirement for competitive bidding may be waived by a majority roll call vote of the council with the yeas and nays recorded in the minutes of the meeting.

### **Section 909. Capital expenditures.**

If any contract for the construction of a capital improvement or the purchase of a specific capital item involves the expenditure of one tenth of one percent (.1%) or more of the total annual budget of the town for the current fiscal

year, the official, commission, committee, board or agency having responsibility therefore shall invite sealed bids or proposals, giving ten (10) days' public notice thereof by a least one publication in a newspaper having a circulation in the town, and shall let the contract or purchase to the lowest responsible bidder with the right to reject any or all bids and proposals. If it would serve the best interest of the town the foregoing requirement for competitive bidding may be waived by a majority roll call vote of the town council with yeas and nays recorded in the minutes of the meeting. If a waiver of competitive bidding is equal to or more than one and one-half percent (1.5%) of the annual budget, such waiver shall require an affirmative roll call vote of not less than seven (7) members of Council. No appropriation for part of what is essentially a single transaction shall be made for the purpose of evading the provisions of this section."

The Town Code of Ordinances, Article VIII, Sections 2-101 through 2-103, establishes guidelines for equal employment opportunity pursuant to contracts offered and awarded by the Town, as follows:

**ARTICLE VIII. EQUAL EMPLOYMENT OPPORTUNITY PURSUANT TO CONTRACTS OFFERED AND AWARDED BY TOWN:**

**Sec. 2-101. Statement of purpose.**

The purpose of this article is to insure equal employment opportunity for minority group persons and women in all contracts, including the bidding process, for the purchase of labor and materials, supplies or services, including bank depository and professional services, pursuant to contracts offered and awarded by the town.

**Sec. 2-102. Administration of article provisions.**

The town manager shall be responsible for the administration of this article and shall adopt certain rules and regulations, subject to the approval of the town council, and issue such orders as he deems necessary and appropriate to achieve the purposes thereof.

**Sec. 2-103. Contract provisions.**

(a) Except as hereinafter set forth every town contract for the purchase of labor and materials, supplies or services including bank depository and professional services shall contain the following provisions:

During the performance of this contract, the contractor agrees as follows:

- 1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or physical disability. The contractor will take affirmative action to insure that applicants are employed and that employees are treated during employment, without regard to their

race, color, religion, sex, national origin, age or physical disability. Such affirmative action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

- 2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age or physical disability.
- 3) The contractor will send to each labor union or representative of workers with which he has either a collective bargaining agreement, or other understanding, a notice to be provided by the town, advising the labor union or worker's representative of the contractor's commitment under this article and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4) The contractor will comply with all provisions of this article and of the relevant rules, regulations and orders of the town manager.
- 5) The contractor will furnish all information and reports required by the rules, regulations and orders of the town manager issued pursuant to this article, and will permit access to the contractor's books, records and accounts by the town manager or his designee for the purpose of investigation to ascertain compliance with such rules, regulations and orders. Any such inspection of the contractor's books, records and accounts by the town manager or his designee shall be made at a reasonable hour, upon reasonable notice to such contractor, and shall be limited in scope to information pertaining to the subject matter of the proposed contract.
- 6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations or orders, this contract shall be cancelled, terminated, or suspended in whole or in part and the contractor shall be declared ineligible for further town contract, and such other sanctions shall be imposed and remedies invoked as provided by law.
- 7) In all construction contracts, the contractor shall include the provisions of paragraphs (1) through (6) in every subcontract or purchase order unless exempted by rules, regulations or orders of the town issued pursuant to this article, so that such provisions

shall be binding upon each subcontractor or vendor. The contractor shall take such action with respect to any subcontract or purchase order as the town may direct as a means of enforcing such provisions including sanctions for noncompliance. In nonconstruction contracts or purchase orders, the town reserves the right to require compliance with the provisions of this paragraph, at the discretion of the town manager.

- 8) Within ten (10) calendar days following the town manager's decision to award or fail to award a contract or the determination of compliance or noncompliance with the terms of the agreement, any person claiming to be aggrieved by the decision may file with the town manager a written notice of appeal requesting a hearing before the human relations commission.

Within thirty (30) days of the receipt of such notice of appeal the human relations commission shall provide the aggrieved party with a hearing and issue its decision. During the pendency of such appeal, the decision of the town manager shall remain in full force and effect, unless the human relations commission issues a stay of the decision by unanimous vote.

At all times during such proceedings, the burden of proof shall be on the party appealing the town manager's decision.

(b) The town manager shall make semiannual reports to the human relations commission and the town council concerning the implementation of this article.

## **2. Authority of the Town Manager:**

Any provision of the Purchasing Policies and Procedures that is not mandated by Town Charter or Code of Ordinances may be waived by the Town Manager.

## **3. Objectives of Purchasing Function:**

- To foster competition through endeavoring to obtain as full and open competition as possible on all purchases.
- To act to procure for the Town consistent quality in products and services at the most cost-effective pricing.
- To ensure compliance with Town, State and Federal guidelines.
- To provide beneficial assistance and guidance to Town departments.
- To conduct purchasing without regard to political affiliation, race, color, age, religion, national origin, ancestry, physical ability, sex, familial relationship or business associations of vendors, contractors or consultants, pursuant to Town Code of Ordinances, Article VIII, Sections 2-101 through 2-103.

#### **4. Bidding Thresholds, Informal Quotation Procedure:**

Purchases in excess of Charter-provided threshold (one tenth of one percent (.1%) of the total annual budget of the Town for the current fiscal year):

Formal solicitation shall be made requesting sealed bids from qualified potential vendors through the Purchasing and Insurance Coordinator.

Purchases in excess of \$7,500 and less than Charter-provided threshold:

Competitive, written, informal quotes, solicited by the requisitioning department, are required from a minimum of three vendors. Documentation of such shall be forwarded to the Purchasing and Insurance Coordinator concurrently with purchase requisition submission.

Purchases of \$7,500 or less:

May be made in the open market. Solicitation of two or more quotes, solicited by the requisitioning department, is encouraged to achieve the most favorable pricing to the Town.

*Note: Although not required through Town Charter or Code of Ordinances, the formal competitive bid process for purchases in dollar amounts less than the Charter-provided threshold, where practicable and when in the best interests of the Town, is encouraged.*

#### **5. Change Orders:**

No change order shall be approved without competitive bidding unless it is within the scope of the work of the original project and the cumulative amount of all change orders does not exceed twenty (20) percent of the original price. If an anticipated change order will increase the total of cumulative change orders above the twenty percent limit, written approval of the Town Manager is required.

#### **6. Encumbrances/Purchase Requisitions/Purchase Orders/Accounts Payable:**

Purchase requisitions shall be issued and approved by department heads or authorized designees for all purchases over \$500, regardless of the source of funding. The requisition must include vendor name and address, account number to be charged, date of issue, quantity and description of goods and services, price, date required, and any such documentation as may be required by Purchasing Policies and Procedures Manual section 4 shall be submitted concurrently.

Purchase requisitions shall be submitted to the Purchasing and Insurance Coordinator and subsequently audited by the Finance Director or authorized designee for determination of available funds.

For each authorized requisition received and approved by the Finance Director or designee, a purchase order shall be issued and funds encumbered. The original purchase order shall be sent to the vendor unless otherwise specified, one copy returned to the requisitioning department, and one copy retained in the Finance

Dept. Purchase orders must be prepared *prior* to order of commodity/service by Town departments.

Vendor invoices shall be vouchered by requisitioning departments. The original invoice shall be stamped with the Voucher Stamp provided to departments by the Finance Dept. Requisitioning departments shall fill in the stamp blanks: date department approved, account number, purchase order number, partial or final payment. The invoice must be approved for payment by the department head or authorized designee. The stamped original and one copy of the invoice shall be forwarded to the Finance Dept. for payment.

If no vendor invoice is available (I.e., advance payments), an Accounts Payable Voucher form shall be completed and approved by the department head or authorized designee. The Remittance copy and the Finance copy of the Accounts Payable Voucher form shall be forwarded to the Finance Dept. for payment.

All forms referenced in this section are shown in Appendix A.

**7. Subdivision of Contract or Purchase:**

No purchase or contract shall be subdivided in order to circumvent or evade requirements of the Town of Bloomfield's Charter or Purchasing Policies and Procedures Manual.

**8. Corporate Purchase Cards:**

The Town of Bloomfield participates in a Corporate Purchase Card program, a procurement tool designed to delegate authority and capability to purchase items directly from vendors that accept the purchase card. The intent of the program is to facilitate timely purchases from vendors who will not honor Town purchase orders and to effect purchases made via internet.

The Finance Director is the authorized contact and administrator of the Corporate Purchase Card program; this authorization has further been extended to the Town Accountant and to the Account Clerk.

Each authorized department is assigned a unique card, having its own card number and department designation. Each card is issued to a specific department representative, who agrees to the Town of Bloomfield Purchase Card Procedures, upon approval by the department head/supervisor and the Finance Director of an Acceptance of Purchase Card form. Purchase cards are to be stored in secure locations. Lost or stolen cards must immediately be reported to the Finance Director.

Purchase Card limits and procedures are established by the Town Manager. For the purpose of encumbering available funds, purchase requisitions (check "don't send to vendor" field) and purchase orders made out to "Corporate Card" are required for purchase card transactions over \$500. In lieu of a purchase card

signature endorsement, each card will require Town of Bloomfield photo ID to be presented to complete transactions.

Use of the purchase card is limited to official business of the Town of Bloomfield; use of the purchase card for cash advances and/or personal purchases is prohibited. Misuse will result in payroll deductions to recover amounts incorrectly expended.

It is the department head/supervisor's responsibility to maintain purchase receipts and forward them immediately following purchase to the Account Clerk with the appropriate expense distribution. Month-end billings are made by the purchase card company. The department head/supervisor is responsible for ensuring that all receipts for items billed have been forwarded to the Account Clerk and is further responsible for resolving returns, credits and statement discrepancies.

Upon resignation or termination of the cardholder or upon request of the program administrator, the purchase card will be returned to the Department of Human Resources with a final statement of reconciled expenditures.

Store purchase cards (I.e., Sam's Club) may be issued at the discretion of the Finance Director. The same policies and procedures as those followed for the Corporate Card program shall apply.

Failure to follow any of the purchase card procedures herein stated may result in suspension of credit card privileges.

## **9. Notice Inviting Bids and Scope Thereof:**

In accordance with Town Charter, Sections 502 (c) and 909, as revised November, 2005, notice inviting sealed bids or proposals, giving ten (10) days' public notice thereof, shall be made by publication in a newspaper having circulation in the Town. Notice inviting bids shall include a general description of the goods or services to be purchased, shall state where bid blanks and specifications are available, and shall state the date, time and place of the bid opening.

## **10. Bid Deposits:**

The Purchasing and Insurance Coordinator may require a bid deposit where it is necessary for the protection of the interest of the Town. Deposits of any unsuccessful bidder shall be returned following award to selected bidder. The deposit of a successful bidder shall be forfeited if the bidder shall fail to accept award and/or shall default on quotation. Acceptable forms of bid deposit are cash, cashier's check, certified check or bid bond issued by a surety licensed in Connecticut. A company check or personal check that is not certified is not acceptable.

## **11. Bid Opening Procedure:**

Sealed: Bids shall be submitted sealed to the Purchasing and Insurance Coordinator and shall be identified by bid name/number and date/time of bid opening on the outside of the envelope. Bids received after the date and time specified in the solicitation will not be read, considered or accepted.

Opening: Bids shall be opened publicly at the time and place announced in the public notice required by Charter provisions, unless formally revised through addenda issued to the bid solicitation.

Postponement Due to Closing: If Town Hall shall be closed for weather or any other conditions, bid opening date shall be postponed until the same time on the next day that Town Hall is officially open for business.

Tabulation: A tabulation of all bids received shall be made available for public inspection. Bids received may be inspected by making an appointment to do so with the Purchasing and Insurance Coordinator.

## **12. Tie Bids:**

Local Vendors: For the purposes of this section, local vendor shall be defined as a business with a principal place of business located within the Town of Bloomfield. Evidence may be required by the Town to establish that the vendor has a bona fide principal place of business in Bloomfield; such evidence may include evidence of ownership of or a long-term lease of real estate from which the principal place of business is operated or payment of property taxes on the personal property of the business to the Town of Bloomfield. If bids are received for the same total amount or unit price, quality and service being equal, award shall be made to a local bidder.

Non-Local Vendors: Where none of the tie bidders are local bidders, award shall be made by drawing lots.

## **13. Rejection of Bids:**

The responsible official, commission, committee, board or agency, as specified in Town Charter sections 502 (c) and 909, as revised November, 2005, shall have the authority to reject all bids, in whole or in part, when the public interest will be served thereby.

**14. Determination of Lowest Responsible Bidder:**

The following shall be considerations in determination of the lowest responsible bidder:

- a. The pricing, quality, availability and adaptability of the product or services to meet the Town’s particular use;
- b. The ability, capacity and skill of the bidder to perform the contract or provide the required service;
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- d. The quality of performance of previous contracts or services;
- e. The previous and existing compliance by the bidder with Federal and State laws and Town Ordinances relating to the contract or service;
- f. The sufficiency of the bidder’s financial resources and ability of the bidder to perform the contract or provide the services;
- g. The ability of the bidder to provide future maintenance and service for the subject of the contract.

**15. Award to Other than Lowest Bidder:**

If award of bid or quote is not given to the lowest bidder in price, a full and complete written statement for placing the order elsewhere shall be prepared by the Purchasing and Insurance Coordinator and filed with other documents relating to the transaction.

**16. Insurance Requirements and Indemnification:**

Insurance: Vendors/Contractors/Consultants shall agree to maintain in force at all times during provision of goods to the Town the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an “A-“VIII policyholder’s rating according to Best Publication’s latest edition Key Rating Guide:

		Minimum Limits
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Op. Agg.	\$2,000,000
Auto Liability	Combined Single Limit Each Accident	\$1,000,000
Workers’ Comp. And Employer’s Liability	Workers’ Comp Each Accident Disease Each Employee Disease Policy Limit	Statutory Limits \$100,000 \$100,000 \$500,000

“The Town of Bloomfield and Bloomfield Board of Education” must be named as “Additional Insured”. Original, completed certificate of insurance must be presented to the Purchasing and Insurance Coordinator following bid award and

prior to purchase order/contract issuance. In the circumstance of a major contract executed or at the discretion of the Purchasing and Insurance Coordinator, policy endorsement shall be requested in addition to the certificate of insurance. Further, it is requested that, prior to execution of any major contract, a draft be submitted to the Purchasing and Insurance Coordinator for subsequent review by the Town's insurer.

Additional coverages (I.e. Professional Liability, Umbrella coverage, Owner's Protective Liability, Pollution Liability) may be required by the Purchasing and Insurance Coordinator on a case by case basis.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from date of contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Indemnification: Contracts with vendors/contractors/consultants providing services to the Town shall include the following indemnification:

**HOLD HARMLESS AGREEMENT:--** The (Vendor/Contractor/Consultant), its agents and assigns shall indemnify and hold harmless the Town of Bloomfield, including but not limited to, its elected officials, its officers, and agents, ("the Town") from any and all claims made against the Town, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the wrongful willful or negligent performance of services by the (Vendor/Contractor/Consultant) during the (Vendor's/Contractor's/Consultant's ) performance of this Agreement or any other Agreements of the (Vendor/Contractor/Consultant) entered into by reason thereof. The Town agrees to give the (Vendor/Contractor/Consultant) prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

#### **17. Performance/Labor and Material Payment Bonds:**

Any construction contract exceeding \$50,000 shall require a performance bond guaranteed by a surety, licensed to do business in Connecticut, in the amount of 100% of the total contract price, guaranteeing to the Town the completion of the project.

Any construction contract exceeding \$50,000 shall require a Labor and Materials Payment bond guaranteed by a surety, licensed to do business in Connecticut, in the amount of 100% of the total contract price, guaranteeing to the Town payments for all labor, materials and equipment utilized in the completion of work under the contract.

## **18. Disqualification of Bidders:**

The Town Manager, through the Purchasing and Insurance Coordinator, shall have the authority to declare irresponsible any vendors who default on their quotations and to disqualify them from receiving any business from the Town for a stated period of time.

## **19. Emergency Purchase Orders:**

Emergency purchases up to the Charter-provided threshold (one tenth of one percent (.1%) of the total annual budget of the Town for the current fiscal year): Informal quote process may be waived; the purchase requisition specifying “Emergency” in the “SUMMARY” field shall be submitted through the appropriate channels.

Note regarding emergency purchases exceeding Charter-provided threshold: Competitive bidding process may be waived only in accordance with Town Charter, Sections 502 (c) and 909, as revised November, 2005.

## **20. Cooperative Purchasing:**

The Town may choose to participate in existing contracts which have been competitively bid under rules corresponding to those set forth by Charter provisions when determined to be in the best interests of the Town. Acceptable cooperative purchasing contracts shall include those specifically extended to political subdivisions and municipalities and issued by Public Purchasing Association of Connecticut (PPAC), Connecticut Regional Council of Governments (CRCOG), and the State of Connecticut, through the Department of Administrative Services (DAS) and the Department of Information Technology (DOIT).

## **21. Sole Source:**

Sole source purchases up to the Charter-provided threshold (one tenth of one percent (.1%) of the total annual budget of the Town for the current fiscal year): Informal quote process may be waived in the event that the Purchasing and Insurance Coordinator, in consultation with the requisitioning department, determines the commodity is directly procured through the manufacturer with no intermediate vendors able to contract with the Town. Circumstances precluding waiver of the informal quote process for services are limited by virtue of specialty and uniqueness demonstrated in writing satisfactory to the Purchasing and Insurance Coordinator.

Note regarding sole source purchases exceeding Charter-provided threshold: Competitive bidding process may be waived only in accordance with Town Charter, Sections 502 (c) and 909, as revised November, 2005.

## **22. Prevailing Wage Rates:**

In contracts for new construction of any public works project where the total cost of all work to be performed by all contractors and subcontractors exceeds four hundred thousand dollars (\$400,000) and in contracts for remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project where the total of all work to be performed by all contractors and subcontractors exceeds one hundred thousand dollars (\$100,000), all tradesmen and laborers hired to perform under the contract shall be paid at the prevailing wage rates for the same work in the same trade in the Town and shall receive the fringe benefits normally offered at that time for the particular trade. "Prevailing rates" as used herein shall mean the latest rates published by the State of Connecticut Department of Labor unless otherwise required to qualify for a federal grant pertaining to the contract.

As used herein, the term "contractor" shall include the general or prime contractor and shall include subcontractors performing work under the contract.

## **23. Pre-Qualification:**

Connecticut General Statute 4a-100 requires all contractors to prequalify through the Department of Administrative Services Contractor Prequalification Program before they can bid on any construction, alteration, remodeling, repair or demolition of any public building estimated to cost more than \$500,000 and which is funded in whole or in part with State funds. The Act passed by the State of Connecticut effects changes to the rules regarding advertising for proposals, prohibits certain communications between the contracting entity and proposers, and imposes new requirements for contractor evaluations and status reports to be sent to the Governor on the status of building construction contracts.

## **24. Capital Assets:**

The Town's Finance Dept. maintains a perpetual inventory system to account for tangible capital assets, which are described as land, land improvements, buildings, vehicles, machinery, equipment and infrastructure having a value in excess of \$5,000 and an expected useful life of at least two years following the date of acquisition. The Town shall record, at minimum, the following information on each capital asset: location, department, classification, description (including manufacturer, model number and serial number where appropriate), acquisition date and original cost. Reporting shall also include accumulated depreciation and net book value for each capital asset. Physical inventories of capital assets will be periodically taken as and when directed by the Director of Finance.

Responsibilities of Finance Dept.: The Finance Dept. maintains a full and comprehensive list of capitalized assets and is responsible for continuing maintenance of asset records. Additions to the list are made through periodic review of the general ledger and Purchasing/Accounts Payable documentation.

Responsibilities of All Departments: All Town departments must maintain assets that are within their control in as good condition as may be made in the assets' working environments. Adequate care shall be taken that the working environments for the assets are appropriate and suitable for such assets. All Town departments are responsible for reporting re-assignments or other changes to existing assets and retirements of assets on an on-going basis on the prescribed form. In no case shall reporting for a prior fiscal year be submitted more than thirty days following the end of that fiscal year. Report of retirement of assets must include disposition (i.e. trade-in, sale, discard) and salvage amount realized, if any.

Note: Certain purchases made by the Town do not meet the criteria established for designation as a capital asset (e.g. equipment less than \$5,000); however, department heads should monitor for proper use and disposal and maintain adequate controls thereof.

## **25. Travel Expenses:**

Prior Approval: No officer or employee shall be reimbursed for travel expenses or shall receive an advance for travel expenses unless a written request for such travel has been made and approved in advance by the Town Manager. The written request, made via completed Town of Bloomfield Travel Authorization/Advance form, is to include dates of travel, purpose, and estimated cost, the availability of funds for which must be confirmed by the Finance Director in advance of the planned travel.

Travel Advance: Request for advance travel funds shall be submitted, along with the Town Manager's written approval of travel, to the Finance Director at least one week prior to the date of departure. An officer or employee receiving an advance for travel shall submit an itemized account of expenses incurred and shall return any surplus funds to the Finance Director within five days of return from travel.

Travel Reimbursement: All claims for reimbursement of travel expenses shall be submitted to the Finance Dept. in the specific format required by that office. Advances or reimbursements for travel expenses while upon official Town business shall be computed in the following manner and shall not exceed the following amounts:

- a) Transportation: Officers and employees shall be reimbursed at the effective federal mileage rate for use of a personal automobile on Town business, provided that a Town vehicle is not available for such use. Claim for reimbursement for use of a personal vehicle must be supported by an itemized statement which includes the mileage claimed, the destination, the purpose and dates of the Town business in which the officer or employee was engaged. Daily mileage claimed must be reduced by the number of miles of the normal daily commute to the officer's or

employee's Town work location. The actual cost of transportation shall not exceed the lesser of the effective federal rate per mile or the actual cost of public transportation (rail, bus or air) coach class. The Town's auto liability insurance coverage shall serve as excess over the officer's or employee's personal coverage. Actual car rental costs, requiring prior written approval by the Town Manager, shall be reimbursed and must be supported by receipt of payment made by the officer or employee.

- b) Meals: A per diem amount of fifty dollars to provide for meals, including tax and gratuities, shall be reimbursed, provided that the registration at a conference/seminar does not include meals.
- c) Hotel: Reimbursement shall be made for the actual cost of a single room, not to exceed the room rate of the hotel which serves as the conference/seminar host, if applicable. Payment of hotel costs will be limited to the number of days the officer or employee is on official Town business. If the location is more than one hundred miles from the Town, payment will be allowed for the night prior to the conference/seminar if scheduled to commence before 10:00 a.m., and payment will be allowed for the night of a session ending after 3:00 p.m. Additional weekend night(s) may be authorized if the reduced air fare effected thereby results in an overall cost saving to the Town.
- d) Registration fees: Reimbursement shall be made for actual costs of registration fees, supported by proof of payment and literature published by the sponsoring organization which includes the pertinent dates and costs.
- e) Miscellaneous expenses: Actual costs of miscellaneous expenses essential to the purpose of the travel, I.e. tolls, parking, taxi or shuttle service, etc., shall be reimbursed and must be supported by receipt of payment by the officer or employee.

# **APPENDIX A**

## **PURCHASING/ACCOUNTS PAYABLE FORMS**

**Purchase Requisition**  
**Purchase Order**  
**Voucher Stamp**  
**Accounts Payable Voucher**  
**Acceptance of Purchase Card**  
**Purchase Card Procedures**

## Entering Purchase Requisitions

The on-line form for entering purchase requisitions is very similar to the paper form that you have been using all along. To get access to the on-line form, you must contact the IS department. They will set you up with a user name and password, and copy a shortcut to the entry form onto your desktop.

Please note that this form is a work-in-progress. Don't be surprised if the form looks different from the way it did the previous time that you used it. Also, send any suggestions you have for making it easier to use to [srosenberg@bloomfieldct.org](mailto:srosenberg@bloomfieldct.org).

When you click on the purchasing icon, the system will ask you for your username and password. After you enter them and click OK, the purchase requisition form will appear on screen. If you have already entered some requisitions that haven't yet been processed, they will show on the screen. If you have no records in the file, you will see a blank record into which you can enter your information. Only records that you have entered will be visible to you.

The form will look something like figure 1.

The request date and the submitter fields will be filled in automatically. Fill in the department field if you are entering a requisition for another department.

The Ship to Address has a lookup table – select the appropriate one.

The date required is an optional field – use this only if you have some unusual deadline.

Enter the shipping cost, or your estimate of it in the appropriate box.

The first item in the body of the form is the vendor. There is a lookup table for the vendor – type in a few letters of the vendor name and it will take you to that part of the file. Remember to try alternate spellings before concluding that the vendor isn't on file. (If we have ever paid them for anything, they will be there.) If you cannot find the vendor, hit the spacebar and NOT ON FILE will appear in the vendor field. You should then enter the vendor name and address. Someone in the finance department will add the vendor to the vendor file.

To the right of the vendor address fields are the account number fields. You may split the charge for your item into as many different account numbers as you need. Enter the amount to be charged to each account number in the amount box to its right. Note that when you submit the record, the total of the amount boxes must equal the requisition total. Also note that the form will not know whether your account number is valid or not.

Below the vendor fields is the summary field. Use this to enter a very brief summary of what the requisition is for. This is what will appear in the expenditure detail file and on the check that is eventually generated to pay for the item.

The order total field is calculated by adding the shipping cost to the sum of all the description lines. You may not enter anything directly into this field.

Note that there is a box to check if you don't want your PO sent to the vendor. If you want the PO faxed, you may enter the fax instructions into one of the description lines/

The bottom section of the form is devoted to the actual description of what you are buying. All arithmetic will be done for you. Enter a quantity in the quantity column, enter the unit of measure in the unit column (for example, ton, dozen, case, each). Enter the description of the item complete with part numbers, quote numbers, and all specifications. If the description field isn't long enough, you can continue in the next description field. Enter the unit price, and the extended price will be calculated. The total of the extended prices and the shipping will also be calculated and appear in the total cost field in the top half of the form.

You may enter up to 12 description lines.

When you are satisfied that the requisition is complete and correct, click the button in the top section of the screen labeled "click here to submit record for processing". At this point the caption on the button will change to "Waiting for Purchasing Approval" and the record will be submitted to the Purchasing and Insurance Coordinator for additional processing. When she approves it, it will be submitted to the Finance Director. After the Finance Director approves it, it will be removed from the requisition file and transferred into the accounting system where a purchase order will be created.

purchase requisitions

File Edit Insert Records Window Help

tblprmain1

(AutoNumber)



## PURCHASE REQUISITION

---

vendor  NOT ON FILE

If the vendor is not on file, enter the information below

vendor\_name  request\_date

vendor\_addr  department

vendor\_addr  ship\_to\_addr

account_number	amount
<input type="text"/>	\$0.00

SUMMARY

shipping

submitter 
 dont\_send\_to\_vendor 
 date\_required 
 Order Total

desclineL	quantity	unit	description1	unit_price	extended price
AutoNur	0		<input type="text"/>	\$0.00	0
			<input type="text"/>		
			<input type="text"/>		

figure 1 – The Purchase Requisition Screen



# VOUCHER STAMP

<b>Dept. Approval</b>	<b>Account No.</b>
<b>Date Dept. Approved</b>	<b>Purchase Order No.</b>
<b>Audit/Finance Approval</b>	Line 1: Partial [ ] Final [ ]
	Line 2: Partial [ ] Final [ ]
<b>Date Finance Rec'd.</b>	Line 3: Partial [ ] Final [ ]





# TOWN OF BLOOMFIELD

*Council-Manager Government Since 1941*

## **ACCEPTANCE OF PURCHASE CARD**

I accept the Town of Bloomfield purchase card and agree to the terms of usage. I understand that failure to adhere to the terms of usage as outlined in the attached document titled "TOWN OF BLOOMFIELD PURCHASE CARD PROCEDURES" may result in disciplinary action up to and including termination, as well as criminal action.

I understand and agree that:

- I bear ultimate responsibility for the card.
- I will not use the Town of Bloomfield Purchase Card for personal expenses and will use it only for official business on behalf of the Town of Bloomfield.
- If I misuse the card (I.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies), I authorize the Town of Bloomfield to recover the funds through payroll deductions for any amounts incorrectly expended.
- If the Town of Bloomfield Purchase Card is lost or stolen, I will report it immediately to the Director of Finance.
- Upon resignation or termination from the Town of Bloomfield, I will return the Purchase Card with a final statement of all reconciled expenditures to the Department of Human Resources.

\_\_\_\_\_  
Signature of cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Finance Authorization of Use

\_\_\_\_\_  
Date

## **PURCHASE CARD PROCEDURES TOWN OF BLOOMFIELD**

The Town of Bloomfield has entered into an agreement with a vendor to provide about 20 Purchase Cards for use in procuring goods and services in a convenient but accountable manner. These cards will also carry tax exemption declarations

### **Card Profile**

Card limits and procedures are established by the Town Manager.

Daily spending limit: Card limit.

Daily limit number of transactions: None.

### **Accountability Controls**

Each authorized Department supervisor will be assigned a unique card, having its own account number.

Each supervisor will be held responsible for all charges until proper business support is presented.

In lieu of a Purchase Card signature endorsement, each card will require "Town of Bloomfield" photo ID to be presented to complete transactions.

It is the supervisor's responsibility to maintain receipts of all purchases each month and forward them with the appropriate expense distribution immediately following purchase to the Finance Dept. Account Clerk.

### **Billing**

The Town has chosen to receive billings at month-end. Payments will be made within 14 days.

Itemized bills (statements) will be received for each account number in the portfolio.

### **Payment**

Statements are received in the Finance Dept., matched with receipts forwarded by cardholders, audited and paid.

# **APPENDIX B**

## **CAPITAL ASSETS FORMS**

**Capital Assets Maintenance Record (Change/Delete)**  
**Capital Assets Maintenance Record (Addition)**

**TOWN OF BLOOMFIELD  
CAPITAL ASSETS MAINTENANCE RECORD**

Date	
Effective Fiscal Year of Change or Delete	
Asset I.D.	
Serial #	
Description	
Class	
Department	
Acquisition Cost	

**CHANGE**

or  
(circle one)

**DELETE**

Description/Serial No.:	
Class:	
Department:	
Acquisition Cost:	
Reason:	
Other Revisions:	
Date Disposed:	
Trade In, Sale or Discard:	
Name of Entity to which Traded or Sold:	
Trade In or Sale Value:	

Submitted by: \_\_\_\_\_

**TOWN OF BLOOMFIELD  
CAPITAL ASSETS MAINTENANCE RECORD FOR ASSET ADDITIONS**

Effective Fiscal Year of Addition	
Serial	
Classification	
Assessor's ID	
Manufacturer	
Model	
Description	
Location	
Room	
Floor	
Department	
Fund	
Quantity	
Original Cost	
Vendor Reference	
Acquisition Date	
Check No.	

Submitted by:

**X**

# **APPENDIX C**

## **TRAVEL EXPENSE FORMS**

**Travel Advance Request**  
**Travel Expense Report**

## Town of Bloomfield Travel Authorization/Advance Request

**IMPORTANT NOTICE**

By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form. Report of actual expenses with receipts must be submitted to the Finance Director within five days of your return date.

Date Submitted	
Traveler Name	
E-mail Address	
Phone	
Department	
Destination	
Departure Date	
Return Date	
Purpose of Travel	
Total Advance Requested	
Check Payable To	
Approved By	
Department Authorization	<input checked="" type="checkbox"/>
Town Manager Authorization	<input checked="" type="checkbox"/>
Date Approved	

Anticipated Expenses			
Type of Expense	Description of Expense	Daily Expenses (As Applicable)/ Mileage Rate	# of Days/Miles Total Expenses
Airfare			\$0.00
Conference/Registration Fees			\$0.00
Ground Transportation			\$0.00
Lodging			\$0.00
Meals and Tips			\$0.00
Miscellaneous			\$0.00
<b>Grand Total</b>			<b>\$0.00</b>

Availability of Funding:

Finance Director \_\_\_\_\_ Date \_\_\_\_\_

Account Number \_\_\_\_\_

**TOWN OF BLOOMFIELD TRAVEL EXPENSE REPORT**

Officer/Employee Name:	
Officer/Employee Signature:	<b>X</b>
Town Department:	
Destination of Travel:	
Purpose of Travel:	
Dates of Travel:	

**DETAILS OF EXPENSES:** Note: Report of actual expenses with receipts must be submitted to the Finance Director within five days of return date.

Date	Mileage	Mileage x Federal Rate	a	b*	c*	d	e*	f
			Mileage x Federal Rate	Other Transportation	Lodging	Meals	Other	Total, Columns a-e
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
<b>TOTAL COLUMN f</b>								\$0.00
<b>*Attach Receipts</b>								
<b>CASH ADVANCE AMOUNT</b>								
<b>NET DUE OFFICER/EMPLOYEE/(TOWIN)</b>								\$0.00

APPROVED BY:

**X**