

Rutgers Public Purchasing Educational Forum

DEVELOPING PURCHASING MANUALS

May 3, 2018 Atlantic City

PRESENTERS of DEVELOPING PURCHASING MANUALS

- Lisa Ridgeway, Assistant SBA/BS Cherry Hill Public Schools
- Gerald Reiner, Purchasing Agent, Bergen County
- Bob Shannon, Municipal Administrator, Township of Wyckoff

DEVELOPING PURCHASING MANUALS

- WHY DEVELOP A PURCHASING MANUAL?
- WHAT PURPOSE CAN IT SERVE?
- WILL ANYONE READ IT?
- HOW TO ENSURE IT DOES NOT BECOME A PAPER TIGER?

USES OF A PURCHASING MANUAL

- INTERNAL CONTROL
- FRAUD PREVENTION TOOL
- CONTROL TOOL OF MANAGEMENT
- TRAINING TOOL FOR USING AGENCIES
- TRAINING TOOL FOR NEW PURCHASING STAFF
- VENDOR EDUCATION

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- WHO HAS THE AUTHORITY AND RESPONSIBILITY TO AUTHORIZE CONTRACTS ?
- WHO THINKS THEY HAVE THE SAME AUTHORITY?

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- ORGANIZATIONAL CHART
- SUPERIMPOSE THE PURCHASING FUNCTION ON THE ORGANZATIONAL CHART
- DISCUSSION OF THE PURCHASING FUNCTION FOR THE ABILITY OF DEPARTMENTS TO DELIVER SERVICES

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- STATE YOUR ETHICS CODE
- DO YOU PROHIBIT GIFTS FROM VENDORS?
- ADMONITIONS TO ADDRESS PREVIOUS ISSUES

COMPONENTS OF A PURCHASING MANUAL

- EXPLAIN IN STEP BY STEP ACTIONS - YOUR REGULAR PURCASHING PROCEDURE
- FLOW CHART YOUR REGULAR PURCHASING PROCEDURE

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- LIST AND EXPLAIN HOW TO COMPLETE ALL FORMS, - REQUISITIONS, PRICE QUOTE FORMS, AND DOCUMENTATION WHICH IS REQUIRED TO ACCOMPANY A REQUISITION, SUCH AS STATE, COUNTY, AND COOPERATIVE PRICING SYSTEM AWARD INFORMATION

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- APPLICATION OF FIXED ASSET ACCOUNTING

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- EMERGENCY PURCHASES
- AN EMERGENCY AFFECTS THE HEALTH, SAFETY OR WELFARE OF THE COMMUNITY
- WHOM CAN DECLARE AN EMERGENCY?
- WRITTEN CERTIFICATION & DOCUMENTATION OF EMERGENCY

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- INSTRUCTIONS TO VENDORS

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- CONSIDER A MISSION STATEMENT
- CONSIDER A PURCHASING SLOGAN, FOR EXAMPLE, POWER IN PURCHASING, VALUE IN PURCHASING, ETC.
- CONSIDER BRANDING YOUR PURCHASING DOCUMENTS
- PURCHASING GOALS

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- PERFORMANCE GOALS
- REPORTING SUCCESSES
- ANNUAL PURCHASING EVENTS

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- AWARD RECOMMENDATION PROCEDURE
- RESOLUTION PREPARATION
- CONTRACT PREPARATION
- ACCOUNT CODES

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- PROCEDURES TO BUY / PURCHASE FROM :
 - ❖ COUNTY CONTRACT
 - ❖ STATE CONTRACT
 - ❖ NATIONAL CONTRACT
 - ❖ COOPERATIVE PRICING CONTRACT
 - ❖ MUNICIPAL BID AND AWARDED CONTRACT

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- DISPOSITION OF SURPLUS, EXCESS OR OBSOLETE MATERIALS
- SAFEGUARDING PUBLIC PERSONAL PROPERTY
- PROHIBITION OF TAKING PUBLIC PERSONAL PROPERTY

CRITICAL COMPONENTS OF A PURCHASING MANUAL

- INVENTORY
- MATERIAL MANAGEMENT PROCEDURES
- TASK ACCOUNTABILITY

THANK YOU

Q & A