

City of Commerce Finance	Purchasing	SOP	702
Centralized Purchasing Filing System Policy		Version No	1.0
		Effective Date	05/03/2011

1.0 Purpose

The City of Commerce is committed to a Centralized Purchasing Filing System to improve our internal controls and establish a transparent view of all procurement contracts.

2.0 Compliance Audits

At least once a year our external Auditors request a vendor list. They perform several arbitrary audits of these vendor expenditures and match contract amounts approved by the City of Commerce. These expenditures may include purchasing of equipment, contracting, professional service, leasing of property, property maintenance, change orders and other support services. To ensure compliance with all applicable contracts, regulations and policies, the Purchasing Division of the Finance Department will provide or make available to the auditors all policies, procedures, and any files, documents, records or reference materials that may be requested during the course of these audits.

3.0 Documents Required

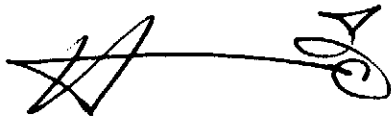
The following documents are required:

- Approved Agenda Items
- Signed Contract Agreements
- Quotes, Bids and Proposals
- Change Orders
- Sole Source Justifications
- Requisition and Purchase Orders
- All Related Invoices and Documents

4.0 Procedure

If your department has existing service contracts or is requesting an equipment purchase, professional service or a new project approved and ratified through our City Council, please forward all documents pertaining to these projects (See Documents Required) to the Purchasing Division for filing. A hardcopy or PDF version is acceptable.

Approved by:



Vilko Domic
Director of Finance



Jorge Rifá
City Administrator