

**APPLE VALLEY
RESOLUTION R-2025-21**

NOW THEREFORE, be it ordained by the Council of the Apple Valley, in the State of Utah, as follows:

SECTION 1:**AMENDMENT** “SECTION VII Purchasing Procedures” of the Apple Valley Policies & Procedures is hereby *amended* as follows:

A M E N D M E N T

SECTION VII Purchasing Procedures

After compliance with all bid requirements set forth herein, the following shall govern purchasing procedures:

A. Preauthorization procedures

1. Purchases for goods and services not exempted in section VII(D) shall be preauthorized prior to the purchase being made.
 - a. Uniform purchase order forms approved by the Finance Director shall be used to obtain preauthorization for purchases.
 - b. After compliance with all bid requirements, the department or division shall complete a purchase order and submit it to the Finance Director. The Finance Director or his or her designee shall review the purchase order for budget compliance and completeness and return the approved purchase order to the Mayor~~Town Administrator~~ or, ~~in the absence of the Town Administrator, his or her~~ designee for final approval.
 - c. Upon approval by the Mayor~~Town Administrator~~ or ~~his or her~~ designee, the purchase order will be returned to the Finance Director.
 - d. A copy of the approved purchase order will then be returned to the department or division and serves as notification that the purchase has been authorized.
 - e. Based on the parameters of the approved purchase order, the purchase can then be made.

B. Blanket purchase orders

1. A single purchase order may be preauthorized, and budgeted funds noted for the entire amount of contracts and for blanket purchase orders to reduce paperwork and authorization time associated with multiple purchases throughout the year from the same vendor.

C. Payment of invoices

1. The division or department shall submit the invoice to accounts payable for payment. Invoices to be paid shall be accompanied by a copy of the

preauthorized purchase order, or when a blanket purchase order is being used, the face of the invoice shall make reference to the blanket purchase order.

2. Checks will be released to vendors after final approval by the ~~Town Administrator~~ Mayor or Designee. In rare instances checks may need approval by Town Council, when deemed necessary and appropriate by the ~~Town Administrator and/or the~~ Mayor or designee.

D. Exceptions to preauthorization and/or payment of invoice procedures:

1. Purchase Cards (P-Cards)

- a. The Town ~~may~~ utilizes a purchase card program ~~as an alternative to purchase orders to provide a more efficient~~ streamline small dollar purchasing, reduce administrative costs, and provide flexibility while ensuring compliance with state law, Town policy, and internal controls, cost-effective method of purchasing and paying for small-dollar transactions. ~~An essential element of any purchase card program instituted by the Town shall be the ability to establish monthly and single purchase limits. The maximum limits shall be \$5,000 for monthly purchases and \$1,000 for single purchases. Due to the particular work assigned to the fire department, purchasing card maximum limits shall be \$5,000 for monthly purchases, or \$3,000 for single purchases.~~
- b. ~~The Town Administrator shall have the authority to designate employees who are issued purchase cards and establish purchasing limits within the overall parameters of this policy. All employees who are issued a purchasing card shall attend purchase card training prior to being issued the card and shall adhere to the policies and procedures developed for the purchase card program.~~ P-Cards may be issued to employees serving in the capacity designated in this policy, additional people may be approved by the Town Council on the recommendation of the mayor. Public Works- Supervisor, Water Department- Supervisor, Fire Department- Chief, Office Manager, Administrator, Mayor, Treasurer.

(1) The maximum limits for cards shall be \$5,000 for monthly purchases and \$1,500 for single purchases, unless otherwise specified in this policy. Limits for all other cards may vary by position within the maximum listed parameter at the discretion of the mayor or designee.

(A) Due to the particular work assigned to the fire and public works / water departments, purchasing card maximum limits shall be \$5,000 for monthly purchases, and \$3,000 for single purchases.

(B) The Mayor's purchasing card has a maximum monthly limit of \$10,000, with a single purchase limit of \$7,500. In the event of an emergency, the Mayor has the authority to approve and execute a purchase above the single purchase limit if necessary.

- (2) Employees must sign a Cardholder Agreement acknowledging receipt of the card and agreement to abide by this policy.

c. Authorized Uses of P-Card

- (1) Small dollar purchases of goods and services required for Town operations.
- (2) Online or telephone orders when traditional procurement methods are impractical.
- (3) Travel expenses (lodging, meals, conference fees, fuel) when pre-approved.
- (4) Emergency purchases as necessary to protect public health, safety, or Town property.
- (5) Fuel and Town vehicle maintenance.

d. Prohibited Uses of P-Card

- (1) Personal purchases of any kind.
- (2) Cash advances, gift cards, or money orders.
- (3) Alcohol, tobacco, or other restricted items.
- (4) Splitting purchases to avoid transaction limits.
- (5) Any purchase that violates Town procurement policies or Utah law.

e. Cardholder Responsibilities

- (1) Obtain and retain itemized receipts for every purchase.
- (2) Record GL account codes and project/grant numbers where applicable.
- (3) Submit a monthly reconciliation packet (statement, receipts, coding) to the Finance Department within 5 business days of statement receipt.
- (4) Immediately report lost or stolen cards to the Finance Director and issuing bank.
- (5) Misuse of the P-Card may result in revocation, reimbursement, and disciplinary action, up to termination and/or prosecution.

f. Review and Oversight

- (1) The Finance Director will reconcile all P-Card statements monthly
- (2) Supervisors will review and approve reconciliations for their department cardholders.
- (3) The Finance Director will present a quarterly P-Card usage report to the Town Council for review with the financial consent agenda.
- (4) All transactions are subject to review by the State Auditor or independent auditors

g. Termination of Employment

- (1) Upon separation of employment, the cardholder must immediately return the P-Card to the Finance Director.

h. Violations of policy may result in:

- (1) Revocation of card privileges.
- (2) Mandatory reimbursement to the Town.
- (3) Disciplinary action up to termination.
- (4) Referral to law enforcement in cases of fraud or misuse

2. Refunds of deposits, overpayments and payments for services that ultimately are not provided to the customer. The ~~Town Administrator~~ Mayor or ~~his or her~~ designee may authorize emergency purchases of materials or services.
3. Electronic transfers of funds from Town accounts to facilitate bond payments, bond closings and other operational needs of the Town when other options are not available, and upon approval of the ~~Town Treasurer and the Town Administrator and/or~~ the Mayor or designee.
4. When a cost savings or the loss of a cost savings of the greater of \$100 or five percent of the price would result due to a time deadline upon approval of the department head and the ~~Town Administrator~~ Mayor or Designee.
5. Use of the ~~Town's credit card~~ Mayor's Debit card after obtaining a preauthorized purchase order.
6. Purchases under \$500 for all departments other than the fire department, which shall be \$1,000.

SECTION 2: REPEALER CLAUSE All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 3: SEVERABILITY CLAUSE Should any part or provision of this Resolution be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Resolution as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 4: EFFECTIVE DATE This Resolution shall be in full force and effect from September 17, 2025.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

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	AYE	NAY	ABSENT	ABSTAIN
Mayor Michael Farrar	_____	_____	_____	_____
Council Member Kevin Sair	_____	_____	_____	_____
Council Member Annie Spendlove	_____	_____	_____	_____
Council Member Scott Taylor	_____	_____	_____	_____
Council Member Richard Palmer	_____	_____	_____	_____

Attest

Presiding Officer

Jenna Vizcardo, Town Clerk, Apple Valley

Michael Farrar, Mayor, Apple Valley