APPLE VALLEY
RESOLUTION R-2026-30

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

SECTION 1: **ADOPTION** "Administrative Procurement Procedures Manual" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Administrative Procurement Procedures Manual*(Added)*

Town of Apple Valley

Administrative Procurement Procedures Manual

Simple • Practical • Accountable

Making the Right Thing the Easy Thing

Welcome

Welcome to the Town of Apple Valley Purchasing Policies & Procedures Manual.

This Manual provides practical guidance for purchasing goods and services in accordance with the Town's Procurement Ordinance and applicable law. Its purpose is to help employees make purchasing decisions that are consistent, practical, fiscally responsible, and appropriately documented.

The procedures contained in this Manual are designed to support efficient Town operations while promoting transparency, accountability, and responsible stewardship of public funds.

This Manual is intended to simplify the purchasing process. It encourages the use of existing documentation whenever practical and provides guidance appropriate to the size, complexity, and risk of each purchase

Our goal is simple:

Make the Right Thing the Easy Thing.

Manual Organization

This Manual follows the normal purchasing process; from identifying a need through procurement, payment, documentation, and record retention.

Each chapter builds upon the previous one, allowing employees to quickly locate the guidance needed for each stage of the purchasing process.

How to Use This Manual

Most purchases are routine and require only a Purchase Order, appropriate approvals, and supporting documentation.

Some purchases; such as formal procurements, professional services, emergency procurements, or sole source procurements, will require additional procedures. Those procedures are explained in the applicable chapters and supported by the forms, checklists, and quick reference guides contained in the Purchasing Toolbox.

When questions arise, employees should consult their Department Head or the Finance Department before making the purchase.

SECTION 2: **ADOPTION** "Table Of Contents" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Table Of Contents*(Added)*

SECTION 3: **ADOPTION** "Chapter 1 - Introduction" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 1 - Introduction*(Added)*

SECTION 4: **ADOPTION** "Chapter 2 - Authority" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 2 - Authority*(Added)*

SECTION 5: **ADOPTION** "Chapter 3 - Roles And Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 3 - Roles And Responsibilities*(Added)*

Working Together to Support Responsible Purchasing

SECTION 6: **ADOPTION** "Chapter 4 - Purchasing Decision Guide" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 4 - Purchasing Decision Guide*(Added)*

Start Here Before Making a Purchase

SECTION 7: **ADOPTION** "Chapter 5 - Purchase Orders And Supporting Documentation" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 5 - Purchase Orders And Supporting Documentation*(Added)*

Documenting Town Purchases

SECTION 8: **ADOPTION** "Chapter 6 - Competitive Quotations" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 6 - Competitive Quotations*(Added)*

Obtaining the Best Value for the Town

SECTION 9: **ADOPTION** "Chapter 7 - Purchasing Cards (P-Cards)" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 7 - Purchasing Cards (P-Cards)*(Added)*

Convenience Without Compromising Accountability

SECTION 10: **ADOPTION** "Chapter 8 - Formal Procurement" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 8 - Formal Procurement*(Added)*

Ensuring Fair Competition for Major Purchases

SECTION 11: **ADOPTION** "Chapter 9 - Professional Services" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 9 - Professional Services*(Added)*

Selecting the Right Expertise for the Town

SECTION 12: **ADOPTION** "Chapter 10 - Emergency Procurement" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 10 - Emergency Procurement*(Added)*

Responding Quickly While Maintaining Accountability

SECTION 13: **<u>ADOPTION</u>** "Chapter 11 - Sole Source Procurement" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 11 - Sole Source Procurement*(Added)*

<u>When Only One Practical Source Exists</u>

SECTION 14: **<u>ADOPTION</u>** "Chapter 12 - Cooperative Purchasing" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 12 - Cooperative Purchasing*(Added)*

<u>Using Existing Government Contracts</u>

SECTION 15: **<u>ADOPTION</u>** "Chapter 13 - Exempt Expenditures" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 13 - Exempt Expenditures*(Added)*

<u>Expenditures Generally Not Subject to Competitive Procurement</u>

SECTION 16: **<u>ADOPTION</u>** "Chapter 14 - Receiving Goods And Services" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 14 - Receiving Goods And Services*(Added)*

Completing the Purchase

SECTION 17: **ADOPTION** “Chapter 15 - Invoice Processing And Payment” of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 15 - Invoice Processing And Payment*(Added)*

From Documentation to Payment

SECTION 18: **ADOPTION** “Chapter 16 - Procurement Files And Record Retention” of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 16 - Procurement Files And Record Retention*(Added)*

Documenting the Story of Every Purchase

Every purchase tells a story.

- Why was it purchased?
- Who approved it?
- How was the vendor selected?
- Was the purchase received?
- How was it paid?

The procurement file preserves those answers and becomes the Town's official record of the purchase.

SECTION 19: **ADOPTION** "Chapter 17 - Ethics And Conflicts Of Interest" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 17 - Ethics And Conflicts Of Interest*(Added)*

Maintaining Public Trust

SECTION 20: **ADOPTION** "Chapter 18 - US Federal Grant Procurement" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 18 - US Federal Grant Procurement*(Added)*

SECTION 21: **ADOPTION** "Chapter 19 - Purchasing Toolbox" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

Chapter 19 - Purchasing Toolbox*(Added)*

Practical Resources for Everyday Purchasing

The Purchasing Toolbox provides quick-reference guides, checklists, templates, and forms to help employees apply the policies contained in this handbook. These resources are intended to simplify the purchasing process, promote consistency, and support responsible stewardship of public funds.

SECTION 22: **ADOPTION** "1.1 Purpose" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

1.1 Purpose*(Added)*

The purpose of this Manual is to establish the administrative procurement procedures that implement the Town of Apple Valley Procurement Ordinance and promote responsible stewardship of public funds.

This Manual is intended to:

- provide employees with clear and practical purchasing guidance;
- ensure compliance with the Town Procurement Ordinance and applicable Utah law;
- promote consistency throughout all Town departments;
- safeguard public funds through appropriate internal controls;
- encourage fair and open competition whenever practical; and
- support efficient Town operations while maintaining appropriate documentation.

Our goal is simple: Make the Right Thing the Easy Thing.

SECTION 23: **ADOPTION** "1.2 Scope" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

1.2 Scope*(Added)*

This Manual applies to all Town departments, elected officials, officers, employees, and agents who purchase goods or services, authorize expenditures, or otherwise participate in the Town's purchasing process.

The procedures in this Manual apply to routine purchases and specialized procurement methods, including formal procurements, professional services, emergency procurements, and other procurement methods authorized by the Procurement Ordinance.

SECTION 24: **ADOPTION** "1.3 Our Purchasing Philosophy" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

1.3 Our Purchasing Philosophy*(Added)*

The Town of Apple Valley's purchasing program is built upon shared responsibility, sound judgment, accountability, and stewardship of public funds.

Department Heads are entrusted to manage the operational purchasing needs of their departments because they possess the greatest knowledge of their operations, equipment, vendors, and approved budgets.

The Finance Department provides oversight by ensuring purchases comply with the Procurement Ordinance, this Manual, approved budgets, and applicable law before payment is processed.

Purchasing procedures should support Town operations. When practical, existing documents should be used rather than creating unnecessary or duplicate paperwork.

SECTION 25: **ADOPTION** "2.1 Purpose" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

2.1 Purpose*(Added)*

The Town's purchasing authority is established by the Town Procurement Ordinance and applicable Utah law. This Manual provides the administrative procedures used to implement those requirements in the Town's day-to-day purchasing operations.

SECTION 26: **ADOPTION** "2.2 Sources Of Authority" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

2.2 Sources Of Authority*(Added)*

The Town's purchasing program is governed by:

The Town of Apple Valley Procurement Ordinance

Provides the Town's purchasing authority, policies, and procurement requirements.

Utah Procurement Code

Establishes the legal framework governing public procurement in Utah.

Administrative Procurement Procedures Manual

Provides practical guidance for implementing the Procurement Ordinance through the Town's daily purchasing activities.

SECTION 27: **ADOPTION** "2.3 Administrative Procedures" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

2.3 Administrative Procedures*(Added)*

Under the direction of the Chief Procurement Officer, the Finance Department may develop and maintain administrative procedures, forms, checklists, guidance documents, and internal operating procedures necessary to implement the Procurement Ordinance and this Manual.

Administrative procedures may be updated as needed to improve efficiency and support Town operations, provided they remain consistent with the Procurement Ordinance and applicable law.

SECTION 28: **ADOPTION** "2.4 Other Matters Governed By The Procurement Ordinance" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

2.4 Other Matters Governed By The Procurement Ordinance*(Added)*

The Procurement Ordinance also establishes requirements for certain matters that occur less frequently in the Town's purchasing operations.

Protests & Appeals

A vendor or other interested party may file a written protest regarding a solicitation or contract award in accordance with the timeframes and procedures established by the Utah Procurement Code.

The Chief Procurement Officer is responsible for reviewing procurement protests and issuing written determination. Appeals shall be handled in accordance with applicable Utah law.

Employees receiving or becoming aware of a procurement protest should promptly notify the Chief Procurement Officer and Finance.

Disposition of Surplus Property

Town property that is obsolete, excess, unusable, or no longer needed should be disposed of in accordance with the Procurement Ordinance and applicable law.

Surplus property with an estimated value of $1,000 or more requires Town Council approval before disposition.

Departments should contact Finance before selling, transferring, donating, trading, discarding, or otherwise disposing of Town property to ensure the appropriate disposition requirements are followed.

SECTION 29: **ADOPTION** "3.1 Shared Responsibility" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

3.1 Shared Responsibility*(Added)*

Successful purchasing depends upon communication and cooperation between Department Heads, the Finance Department, the Chief Procurement Officer, and the Town Council.

Each plays an important role in ensuring purchases are properly planned, approved, documented, and made in the best interest of the Town.

The purchasing process is intended to support Town operations while maintaining accountability and responsible stewardship of public funds.

Good purchasing is a team effort.

SECTION 30: **ADOPTION** "3.2 Employees" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

3.2 Employees*(Added)*

Employees support the Town's purchasing process by following approved purchasing procedures and submitting complete documentation for payment.

Employees making purchases on behalf of the Town should:

- Obtain approval from their Department Head before making purchases, when required.
- Follow the purchasing procedures established by this Manual.
- Complete or assist with the appropriate Purchase Order and supporting documentation.
- Obtain and retain itemized receipts or invoices.
- Submit purchasing documentation to their Department Head or Finance as directed.
- Ask questions whenever purchasing requirements are uncertain.

Employees using Purchasing Cards (P-Cards) shall follow the same purchasing requirements and documentation standards as all other Town purchases.

SECTION 31: **ADOPTION** "3.3 Department Heads" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

3.3 Department Heads*(Added)*

Department Heads are responsible for the day-to-day purchasing needs of their departments because they possess the greatest knowledge of their operations, equipment, vendors, and approved budgets.

Department Heads should:

- Plan purchases whenever practical.
- Ensure sufficient budget authority is available.
- Determine the operational need for the purchase.
- Obtain quotations when required.
- Complete the appropriate Purchase Order and supporting documentation.
- Ensure receipts, invoices, and other required documentation are submitted to Finance.
- Verify goods or services have been received.
- Consult Finance when purchasing requirements are uncertain.

Department Heads are encouraged to exercise sound judgment while ensuring purchases are made in the best interest of the Town.

SECTION 32: **ADOPTION** "3.4 Finance Department" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

3.4 Finance Department*(Added)*

The Finance Department supports the Town's purchasing program by providing guidance, maintaining purchasing records, and processing payments.

Finance is responsible for:

- Assisting departments with purchasing questions.
- Reviewing purchasing documentation for completeness.
- Verifying required approvals have been obtained.
- Processing invoices and payments through Pelorus.

- Maintaining procurement records.
- Assisting with procurement documentation for formal procurements, professional services, emergency procurements, sole source procurements, and other specialized purchasing activities.

Finance serves as a resource to help departments successfully complete purchases while maintaining compliance with the Procurement Ordinance and this Manual.

SECTION 33: **ADOPTION** "3.5 Chief Procurement Officer (Mayor)" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

3.5 Chief Procurement Officer (Mayor)*(Added)*

The Mayor serves as the Town's Chief Procurement Officer as established by the Procurement Ordinance.

The Chief Procurement Officer is responsible for:

- Providing overall oversight of the Town's purchasing program.
- Administering the Town's procurement program.
- Approving procurement methods and exceptions as authorized.
- Delegating administrative responsibilities when appropriate.

SECTION 34: **ADOPTION** "3.6 Town Council" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

3.6 Town Council*(Added)*

The Town Council establishes purchasing policy through the Procurement Ordinance and provides fiscal oversight for the Town.

The Town Council is responsible for:

- Adopting the Procurement Ordinance.
- Approving purchases and contracts when required by ordinance or law.
- Authorizing expenditures within its legal authority.
- Providing oversight of theTown's purchasing program.

SECTION 35: **ADOPTION** "3.7 Purchasing Responsibilities At A Glance" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

3.7 Purchasing Responsibilities At A Glance*(Added)*

Responsibility	**Employee**	**Department Head**	**Finance**	**Mayor/CPO**	**Council**
Identify operational need	Assist	**Yes**			
Verify budget availability		**Yes**	Assist		
Obtain quotes (when required)	Assist	**Yes**	Assist		
Complete Purchase Order	**Yes**	**Yes**/Review			
Submit receipts & invoices	**Yes**	**Yes**/Review			
Review Procurement Documentation		**Yes**	**Yes**		
Enter into Accounting System			**Yes**		
Process Payment			**Yes**		
Approve Purchases (when required)		**Yes**		**Yes**	
Approve Contracts (when required)					**Yes**

Maintain Purchasing records			**Yes**		

SECTION 36: **ADOPTION** "4.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

4.1 Why This Matters*(Added)*

Most Town purchases are routine and require only a Purchase Order, appropriate approvals, and supporting documentation.

As purchases become larger or more complex, additional review and documentation may be required to ensure responsible stewardship of public funds.

This chapter provides a quick reference to help employees determine which purchasing procedures apply before making a purchase.

SECTION 37: **ADOPTION** "4.2 Purchasing Philosophy" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

4.2 Purchasing Philosophy*(Added)*

The Town of Apple Valley believes that the level of review and documentation should be appropriate for the size, complexity, and risk of

the purchase.

The purchasing levels established in this Manual are designed to balance operational efficiency, responsible stewardship of public funds, and accountability.

Simple • Practical • Accountable

Making the Right Thing the Easy Thing.

SECTION 38: **ADOPTION** "4.3 The Purchasing Process At A Glance" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

4.3 The Purchasing Process At A Glance*(Added)*

Every purchase follows one of several purchasing methods. While the procurement process may differ depending on the circumstances, all purchases ultimately follow the Town's standard financial controls

Step	**Purchasing Process**
Step 1	Need Identified
Step 2	Determine Which Purchasing Method Applies
	Standard, Cooperative, Sole Source, Emergency, Exempt, or Federal Grant
Step 3	Appropriate Documentation Completed
Step 4	Required Approvals Obtained
Step 5	Goods or services received
Step 6	Invoice Processed for Payment
Step 7	Payment Issued

Regardless of the purchasing method, every purchase must be appropriately documented, approved, received, and processed for payment in accordance with this Manual.

SECTION 39: **ADOPTION** "4.4 Purchasing Levels" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

4.4 Purchasing Levels*(Added)*

Level	**Purchasing Amount**	**Typical Requirements**
Level 1	**Under $1.000**	Purchase Order, receipt or invoice, Department approval.

Level 2	**$1,000-$4,999**	Purchase Order, supporting documentation, informal Price comparison when Practical, department approval
Level 3	**$5,000-$9,999**	Purchase Order, supporting documentation, Informal quotations should be obtained when practical. Mayor/Chief Procurement Officer approval before purchase.
Level 4	**$10,000-$49,999**	Purchase Order, documented quotations, Mayor/Chief Procurement Officer approval before purchase.
Level 5	**$50,000 and Above**	Formal Procurement required. Contact Finance before proceeding

SECTION 40: **ADOPTION** "4.5 Is This Purchase Different?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

4.5 Is This Purchase Different?*(Added)*

Some purchases require special procedures regardless of dollar amount.

If your purchase falls into one of the categories below, refer to the applicable chapter before proceeding.

If your purchase involves...	**See Chapter**
Professional Services	Chapter 9
Emergency Procurement	Chapter 10
Sole Source Procurement	Chapter 11
Cooperative Purchasing	Chapter 12
Exempt Expenditures	Chapter 13
US Federal Grant Procurement	Chapter 18

SECTION 41: **ADOPTION** "4.6 Before You Buy" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

4.6 Before You Buy*(Added)*

Before making a purchase, ask yourself:

- Is this purchase necessary?
- Is it within my department's approved budget?
- Have I obtained the required approvals?
- Have I obtained quotations if required?
- Am I using the correct Purchase Order?
- Do I know what documentation Finance will need?

If you answered "No" to any of these questions, contact your Department Head or the Finance Department before making the purchase.

SECTION 42: **ADOPTION** "5.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

5.1 Why This Matters*(Added)*

The Purchase Order is the Town's primary purchasing document for routine purchases.

It documents the purchase, provides the information necessary to process payment, and creates a record of the expenditure.

Supporting documentation demonstrates that public funds were spent appropriately and in accordance with Town procedures.

SECTION 43: **ADOPTION** "5.2 When Is A Purchase Order Required?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

5.2 When Is A Purchase Order Required?*(Added)*

A Purchase Order should be completed before purchasing goods or services on behalf of the Town unless another procurement method or exception authorized by this Manual applies.

(such as an emergency procurement or another exception authorized by this Manual).

The Purchase Order serves as the Town's primary purchasing document for routine purchases. For larger purchases or specialized procurement methods, additional documentation may also be required.

A Purchase Order is generally required for:

- Goods
- Services
- Equipment
- Materials
- Repairs
- Maintenance
- Professional Services
- Purchases made using a Town Purchasing Card (P-Card), unless specifically exempted.

A Purchase Order Is NOT...

A Purchase Order is not:

- a contract;
- authorization to begin work (unless otherwise authorized);
- a method of payment; or
- a substitute for required approvals.

The Purchase Order documents the purchase and helps ensure appropriate approvals and supporting documentation are obtained.

SECTION 44: **ADOPTION** "5.3 Completing The Purchase Order" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

5.3 Completing The Purchase Order*(Added)*

The employee or department initiating the purchase is responsible for completing the Purchase Order and providing sufficient supporting documentation.

A completed Purchase Order should include, as applicable:

- Department
- Requestor
- Date
- Vendor
- Description of goods or services

- Business purpose
- Cost information (if available)
- Budget account or department coding (if known)
- Required quotations (when applicable)
- Supporting documentation
- Required approvals

SECTION 45: **ADOPTION** "5.4 Business Purpose" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

5.4 Business Purpose*(Added)*

Why are we buying this?

Every Purchase Order should briefly explain the business purpose of the purchase.

Examples include:

- Repair water system pump
- Office supplies
- Park maintenance
- Road repair materials
- Computer replacement

A clear business purpose helps explain why public funds were spent.

Examples of Good Business Purpose Statements

Apple Valley Best Practice

Complete the Purchase Order before making the purchase whenever practical.

When circumstances require an immediate purchase, complete the Purchase Order as soon as practical and submit all supporting documentation to Finance.

SECTION 46: **ADOPTION** "5.5 Supporting Documentation" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

5.5 Supporting Documentation*(Added)*

Supporting documentation may include:

- Itemized receipts
- Vendor invoices
- Quotations *(when required)*
- Contracts or agreements *(when applicable)*
- Correspondence supporting the purchase *(when appropriate)*
- Other documentation necessary to explain the purchase

Supporting documentation should be sufficient to explain the purchase and support payment.

Refer to Chapter 19 for the Supporting Documentation Checklist.

SECTION 47: **ADOPTION** "5.6 Purchasing Cards (P-Cards)" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

5.6 Purchasing Cards (P-Cards)*(Added)*

Purchases made with a Town Purchasing Card are subject to the same purchasing requirements and documentation standards as all other Town purchases.

Using a P-Card changes the method of payment, not the requirement to provide appropriate purchasing documentation.

Apple Valley Reminder

The Purchase Order is intended to support the purchasing process.

Good documentation protects the employee, the Department, and the Town while helping Finance process payments accurately and efficiently.

The goal is not more paperwork.

The goal is the right paperwork.

Apple Valley Tip

The Purchase Order is more than a payment document.

It serves as part of the Town's procurement record by documenting why a purchase was made, who approved it, and the supporting documentation for the expenditure.

SECTION 48: **ADOPTION** "6.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

6.1 Why This Matters*(Added)*

Obtaining competitive quotations helps the Town receive the best overall value for public funds while promoting fairness, transparency, and responsible purchasing.

The level of competition and documentation should be appropriate for the size, complexity, and circumstances of the purchase. Most routine purchases require minimal documentation, while larger purchases may require additional quotations to demonstrate that the Town received the best value.

Forms Used

- Purchase Order
- Vendor Quotations (when required)
- Quote Evaluation Worksheet (when applicable)

SECTION 49: **ADOPTION** "6.2 When Are Quotes Required?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

6.2 When Are Quotes Required?*(Added)*

Purchasing Level	**Purchase Amount**	**Quotation Guidance**
Level 1	Under $1,0000	Quotes generally not required. Good purchasing judgment should be exercised.
Level 2	$1,000-$4,999	Informal price comparison encouraged when practical.
Level 3	$5,000-$9,999	Informal quotations should be obtained when practical. Mayor/Chief Procurement Officer approval required before purchase.

Level 4	$10,000-$49,999	Documented quotations should generally be obtained and attached to the Purchase Order.
Level 5	$50,000+	Formal Procurement procedures apply.

Apple Valley Reminder

The purpose of obtaining quotations is not to find the lowest price but to demonstrate that the Town exercised reasonable care in obtaining the best overall value for public funds.

As purchases increase in value, the Town's expectation for documentation also increases. Most routine purchases require only the documentation appropriate to their purchasing level.

SECTION 50: **ADOPTION** "6.3 What Is And Informal Price Comparison?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

6.3 What Is And Informal Price Comparison?*(Added)*

An informal price comparison is a reasonable effort to compare prices or sources before making a purchase. The purpose is to demonstrate that the Town sought the best overall value while avoiding unnecessary administrative burden.

When practical, employees should attach supporting documentation to the Purchase Order. If written documentation is unavailable, the Purchase Order should briefly identify the vendors contacted and the prices received.

Examples of informal price comparisons include:

- Printed or electronic vendor quotes
- Vendor website pricing
- Email quotations
- Telephone quotations documented on the Purchase Order
- Current catalog pricing
- Recent pricing from previous Town purchases

Documenting an Informal Price Comparison

When written quotations are not available, the Purchase Order should include sufficient information to document the comparison.

For example:

Vendor	Price	Method
ABC Supply	$412	Phone
XYZ Industrial	$438	Website
Desert Equipment	$420	Email

A brief explanation is encouraged when the lowest-priced vendor is not selected.

Apple Valley Best Practice

Whenever practical, print or save quotations and attach them to the Purchase Order.

If written quotations are not available, document the vendors contacted, the prices received, and the method used to obtain the pricing.

Reasonable documentation helps demonstrate responsible stewardship of public funds.

SECTION 51: **ADOPTION** "6.4 Selecting A Vendor" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

6.4 Selecting A Vendor*(Added)*

The Town seeks the best overall value—not simply the lowest price.

When selecting a vendor, Department Heads should consider factors appropriate to the purchase, including:

- Price
- Quality
- Availability
- Delivery time
- Vendor reliability
- Compatibility with existing equipment
- Warranty
- Previous experience
- Overall value to the Town

Local Vendors

When practical and consistent with obtaining the best value for the Town, Department Heads are encouraged to consider qualified local or regional vendors.

Purchases shall not be restricted in a manner that limits fair competition or conflicts with applicable law.

Best Value Includes Technical Capability

When selecting vendors, the Town may consider factors beyond price, including:

- Specialized equipment
- Technical expertise
- Experience
- Availability
- Ability to complete the work safely and effectively
- Compatibility with existing infrastructure

The lowest price is not always the best value when specialized equipment or technical expertise is required.

SECTION 52: **ADOPTION** "6.5 When Quotes May Not Be Practical" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

6.5 When Quotes May Not Be Practical*(Added)*

Competitive quotations may not be practical when:

- The purchase qualifies as a Sole Source Procurement.
- The purchase is an Emergency Procurement.
- A cooperative purchasing contract is utilized.
- The purchase qualifies as an exempt expenditure.
- Another procurement exception authorized by the Procurement Ordinance applies.

Refer to the applicable chapter for additional guidance.

These procurement methods should be documented in accordance with the applicable chapter.

Key Takeaways

- Purchasing Levels determine when quotations are generally expected.
- Employees and Department Heads should document reasonable efforts to obtain the best value.
- Finance reviews documentation for completeness.
- Best value includes more than price alone.
- Good documentation protects both the employee and the Town.

SECTION 53: **ADOPTION** "7.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

7.1 Why This Matters*(Added)*

Town Purchasing Cards provide a convenient method of paying for authorized Town purchases while reducing administrative processing.

A P-Card is a payment method, not a purchasing method. All P-Card purchases remain subject to the Procurement Ordinance, this Manual, and applicable approval, quotation, budget, and documentation requirements.

SECTION 54: **ADOPTION** "7.2 Who Uses This Chapter?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

7.2 Who Uses This Chapter?*(Added)*

- Department Heads
- Authorized P-Card Holders
- Finance Department

SECTION 55: **ADOPTION** "7.3 Forms and Documents" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

7.3 Forms and Documents*(Added)*

- Purchase Order
- Itemized Receipts
- Quotes (when required)
- Monthly Credit Card Statement

SECTION 56: **ADOPTION** "7.4 What Is A Purchasing Card?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

7.4 What Is A Purchasing Card?*(Added)*

A Purchasing Card is a Town-issued credit card used for authorized Town business expenses.

SECTION 57: **ADOPTION** "7.5 Appropriate Uses" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.5 Appropriate Uses*(Added)*

Examples of appropriate uses may include:

- Office supplies
- Maintenance materials
- Small tools
- Operating supplies
- Approved travel expenses, when permitted by Town policy
- Minor equipment
- Authorized emergency purchases made in accordance with Chapter 10
- Other approved Town business expenses

SECTION 58: **ADOPTION** "7.6 Prohibited Uses" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.6 Prohibited Uses*(Added)*

P-Cards shall not be used for:

- Personal purchases
- Cash advances
- Alcohol
- Purchases prohibited by Town policy
- Splitting purchases to avoid quotation or procurement requirements
- Purchases exceeding authorized card limits

SECTION 59: **ADOPTION** "7.7 Purchasing Requirements Still Apply" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.7 Purchasing Requirements Still Apply*(Added)*

Before making a purchase with a P-Card, Department Heads should ensure:

- The purchase is necessary.
- Funding is available within the department budget.
- The correct purchasing procedure has been followed.
- Required quotations have been obtained.
- Required approvals have been received.
- The Purchase Order has been completed, when required.
- The appropriate Purchasing Level has been determined.

SECTION 60: **ADOPTION** "7.8 Required Documentation" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

7.8 Required Documentation*(Added)*

Every P-Card transaction must be supported by sufficient documentation to explain the purchase and its business purpose.

Documentation may include:

- Itemized receipt or invoice
- Purchase Order, when required
- Quotations, when required
- Business purpose
- Packing slip, when applicable
- Other supporting documentation, as needed

SECTION 61: **ADOPTION** "7.9 Submitting Documentation To Finance" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

7.9 Submitting Documentation To Finance*(Added)*

Cardholders are responsible for maintaining documentation supporting each P-Card transaction. Documentation may be submitted to Finance as purchases occur or with the monthly statement reconciliation.

Finance maintains a working file for each P-Card and files documentation as it is received. After the monthly statement is issued, Finance reviews the available documentation and notifies the cardholder of any missing receipts, Purchase Orders, quotations, approvals, or other required records.

SECTION 62: **ADOPTION** "7.10 Why Turn In Documentation Early" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

7.10 Why Turn In Documentation Early*(Added)*

Submitting receipts throughout the month helps:

- Reduce lost receipts
- Keep Purchasing Card files current.
- Speed monthly reconciliation.
- Reduce follow-up requests from Finance.

SECTION 63: **ADOPTION** "7.11 Cardholder And Department Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

7.11 Cardholder And Department Responsibilities*(Added)*

Cardholders are responsible for:

- Making only authorized Town purchases.
- Obtaining and retaining itemized receipts.
- Documenting the business purpose.
- Submitting complete documentation promptly.
- Reviewing transactions for accuracy.

Department Heads are responsible for:

- Confirming the operational need and available budget.
- Ensuring required approvals and quotations are obtained.
- Monitoring departmental P-Card activity.
- Reviewing the monthly statement or reconciliation as required.

SECTION 64: **ADOPTION** "7.12 Finance Support" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.12 Finance Support*(Added)*

The Finance Department is responsible for:

- Emailing monthly credit card statements to cardholders.
- Reviewing documentation for completeness.
- Matching receipts and supporting documentation to monthly statements.
- Reviewing documentation for evidence of required approvals and purchasing requirements.
- Processing transactions in the accounting system.
- Maintaining Purchasing Card documentation and supporting records.

SECTION 65: **ADOPTION** "7.13 Key Takeaways" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.13 Key Takeaways*(Added)*

- A P-Card is a payment method—not a purchasing method.
- Cardholders and Department Heads remain responsible for required approvals, quotations, and documentation.
- Organized documentation allows Finance to reconcile transactions accurately and efficiently.

SECTION 66: **ADOPTION** "7.14 Related Tools" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.14 Related Tools*(Added)*

- Purchase Order
- Finance Review Checklist
- Supporting Documentation Checklist
- Procurement File Checklist

SECTION 67: **ADOPTION** "8.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

8.1 Why This Matters*(Added)*

What Is Formal Procurement?

Formal procurement is a structured and transparent competitive purchasing process used for significant purchases when required by the Town's Procurement Ordinance, applicable law, or grant requirements. Formal procurement follows established procedures for soliciting, evaluating, and awarding contracts to promote fairness, competition, and accountability in the expenditure of public funds.

Formal procurement helps:

- Promote fair competition.
- Obtain the best overall value for the Town.
- Ensure transparency in the expenditure of public funds.
- Protect the Town, vendors, and taxpayers through a documented procurement process.

Most Town purchases will not require formal procurement.

If you believe a purchase may meet the formal procurement threshold, contact the Finance Department or Chief Procurement Officer before beginning the purchase.

SECTION 68: **ADOPTION** "8.2 Who Uses This Chapter?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

8.2 Who Uses This Chapter?*(Added)*

- Department Heads
- Chief Procurement Officer
- Finance Department
- Town Council (when applicable)

SECTION 69: **ADOPTION** "8.3 Forms And Documents" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

8.3 Forms And Documents*(Added)*

- Purchase Order
- Solicitation Documents
- Evaluation Documentation
- Contract Documents

SECTION 70: **ADOPTION** "8.4 When Is A Formal Procurement Required?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

8.4 When Is A Formal Procurement Required?*(Added)*

Formal procurement is generally required for purchases with an anticipated value of $50,000 or more, or such other amount as may be required by the Procurement Ordinance or applicable law.

Departments should contact the Finance Department before beginning any purchase that may require formal procurement. Formal procurement may require public notice, the issuance of a solicitation (such as an Invitation for Bids or Request for Proposals), and additional documentation.

Early coordination helps ensure the appropriate procurement method is selected before commitments are made.

Planning ahead helps avoid delays and supports compliance with the Procurement Ordinance.

SECTION 71: **ADOPTION** "8.5 Formal Procurement Process" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

8.5 Formal Procurement Process*(Added)*

Every formal procurement is unique. The exact steps may vary depending on the procurement method used.

The formal procurement process generally follows these steps:

Step	**Action**

Step 1	Department Identifies Need
Step 2	Contact Finance Department
Step 3	Determine Whether the Procurement is Federally Funded
Step 4	Determine the Appropriate Procurement Method
Step 5	Prepare the Solicitation
Step 6	Issue Public Notice (when Required)
Step 7	Receive and Evaluate Responses
Step 8	Obtain Required Approvals
Step 9	Award the Contract
Step 10	Administer the Contract and Complete the Procurement

Grant-Funded Procurements: If a procurement will be funded in whole or in part with federal grant funds, additional procurement requirements may apply (see chapter 18). Departments should coordinate with the Finance Department before initiating the procurement and follow the town's Federal Grant Procurement Procedures in addition to this chapter.

Apple Valley Reminder

Formal procurement is a planning process.

The earlier Finance becomes involved, the more efficiently the procurement can be completed.

SECTION 72: **ADOPTION** "8.6 Procurement Methods" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

8.6 Procurement Methods*(Added)*

8.6 Procurement Methods

The Town may use any procurement method authorized by the Utah Procurement Code, including:

- **Invitation for Bids (IFB)-**An Invitation for Bids (IFB) is a competitive procurement method

used when the Town can clearly define exactly what it needs. Bids are evaluated primarily on price, provided the bidder meets all required specifications and qualifications.
  - **Typical use:** Standard goods, equipment, construction projects, or other purchases with clear and measurable specifications.
- **Request for Proposals (RFP)-**A Request for Proposals (RFP) is a competitive procurement method used when factors other than price are important. Proposals are evaluated using criteria such as experience, technical approach, qualifications, and cost to determine the best overall value.
  - **Typical use:** Services or complex projects where the vendor's experience, approach, and expertise are important.
- **Request for Qualifications (RFQ)-**A Request for Qualifications (RFQ) is a competitive procurement method used to evaluate vendors based primarily on their qualifications, experience, and professional expertise. Price may be negotiated after the most qualified firm has been selected, when authorized by law.
  - **Typical use:** Professional services such as engineering, architecture, legal, surveying, or consulting services.
- **Other Procurement Methods Authorized by Law -** The Town may also use other procurement methods authorized by the Utah Procurement Code or other applicable law when appropriate for the procurement.

The procurement method selected should be appropriate for the nature of the purchase.

If you need to...	**Typical Procurement Method**
Purchase a standard product or construction project with clear specifications where price is the primary factor	Invitation for Bids (IFB)
Purchase services where experience, technical approach, and overall value are important	Request for Proposals (RFP)
Select professional services based primarily on qualifications and expertise	Request for Qualifications (RFQ)

SECTION 73: **ADOPTION** "8.7 Evaluation" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.7 Evaluation*(Added)*

Formal procurements shall be evaluated using the criteria identified in the solicitation.

Evaluation criteria may include:

- Qualifications

- Experience
- Cost
- Technical approach
- Project understanding
- Schedule
- References
- Past performance
- Other criteria appropriate to the procurement

The basis for the selection should be documented as part of the procurement file.

SECTION 74: **ADOPTION** "8.8 Contracts" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

8.8 Contracts*(Added)*

Contracts resulting from formal procurement should:

- Define the scope of work
- Identify compensation
- Establish performance expectations
- Include insurance requirements
- Include bonding requirements (when applicable)
- Obtain required approvals

SECTION 75: **ADOPTION** "8.9 Multi-Year Contracts" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

8.9 Multi-Year Contracts*(Added)*

The Town may enter into multi-year contracts when authorized by applicable law and approved by the Town Council.

A contract may not exceed four (4) years in duration.

Multi-year contracts should be used only when the Town Council determines that the contract is in the best interests of the Town.

Departments considering a multi-year contract should coordinate with Finance and the Chief Procurement Officer before the contract is finalized.

SECTION 76: **ADOPTION** "8.10 Department Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

8.10 Department Responsibilities*(Added)*

Department Heads remain responsible for:

- Developing project requirements.
- Developing specifications and scope of work.
- Participating in evaluations when appropriate.
- Verifying work is completed satisfactorily.

Finance assists with procurement administration, documentation, and coordination throughout the formal procurement process.

SECTION 77: **ADOPTION** "8.11 Common Mistakes" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

8.11 Common Mistakes*(Added)*

- Waiting until the project is ready before contacting Finance.
- Waiting until the last minute to begin the procurement.
- Developing vague specifications.
- Communicating with vendors outside the formal process.
- Forgetting to document the evaluation process.
- Beginning work before the contract is fully executed.

SECTION 78: **ADOPTION** "8.12 Key Takeaways" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

8.12 Key Takeaways*(Added)*

- Most purchases do **not** require formal procurement.
- Contact Finance early.

- Department Heads provide technical expertise.
- Finance administers the procurement process.
- Fair competition protects both the Town and vendors.
- Multi-year contracts require Town Council approval and must comply with applicable duration requirements.

SECTION 79: **ADOPTION** "9.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.1 Why This Matters*(Added)*

Professional services often require specialized education, technical expertise, professional judgment, certification, or licensure.

Unlike the purchase of standard goods, professional services are frequently selected based upon qualifications, experience, project understanding, and overall value rather than solely on price.

The Town seeks to obtain the most qualified professional services while maintaining fairness, transparency, and compliance with the Procurement Ordinance and applicable law.

SECTION 80: **ADOPTION** "9.2 Who Uses This Chapter?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.2 Who Uses This Chapter?*(Added)*

- Department Heads
- Chief Procurement Officer
- Finance Department
- Town Council (when applicable)

SECTION 81: **ADOPTION** "9.3 Forms And Documents" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.3 Forms And Documents*(Added)*

- Purchase Order
- Scope of Services Template
- Proposal Evaluation Worksheet
- Professional Services Agreement

SECTION 82: **ADOPTION** “9.4 What Are Professional Services?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

9.4 What Are Professional Services?*(Added)*

Professional services generally include work requiring specialized knowledge, technical expertise, professional judgment, certification, or licensure.

Examples include:

Design & Technical Services

- Engineering
- Architecture
- Surveying
- Planning

Professional & Consulting Services

- Legal Services
- Financial Auditing
- Specialized Consulting

Technology Services

- Information Technology (IT) Support
- SCADA Support
- Pelorus Software Support

The Town may determine that other services qualify as professional services based on the nature of the work.

SECTION 83: **ADOPTION** “9.5 Why Aren't Professional Services Awarded Solely On Price?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.5 Why Aren't Professional Services Awarded Solely On Price?*(Added)*

Professional services are generally selected based on the best overall value, not solely on the lowest price.

Professional services may require consideration of:

- Qualifications
- Experience
- Technical expertise
- Project understanding
- Availability
- References
- Past performance
- Overall value
- Cost

SECTION 84: **ADOPTION** "9.6 Selecting Professional Services" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.6 Selecting Professional Services*(Added)*

Professional services should be obtained using the procurement method most appropriate for the project, consistent with the Procurement Ordinance and applicable law.

Department Heads should work with the Finance Department and the Chief Procurement Officer early in the planning process to determine the appropriate procurement method.

Depending on the procurement method used, the Town may consider qualifications, experience, project understanding, availability, cost, and overall value.

The basis for selection shall be documented, approved by the Chief Procurement Officer, and maintained in the procurement file.

SECTION 85: **ADOPTION** "9.7 Choosing The Right Procurement Method" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.7 Choosing The Right Procurement Method*(Added)*

If you need...	Typical Method
A licensed professional where qualifications are most important	**RFQ**
A consultant where approach, experience, and cost all matter	**RFP**
Another method specifically authorized by Utah law	As Appropriate

SECTION 86: **ADOPTION** "9.8 Department Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

9.8 Department Responsibilities*(Added)*

Department Heads are responsible for:

- Identifying the project need
- Defining the project scope and scope of services.
- Participating in evaluations when appropriate.
- Verifying satisfactory completion of services.

SECTION 87: **ADOPTION** "9.9 Finance Support" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

9.9 Finance Support*(Added)*

Finance assists by:

- Coordinating procurement documentation.
- Assisting with procurement procedures.
- Reviewing procurement documentation for compliance with purchasing requirements.
- Assisting with contracts and approvals.
- Maintaining procurement records

SECTION 88: **ADOPTION** "9.10 Common Mistakes" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

9.10 Common Mistakes*(Added)*

- Waiting until the project is ready before contacting Finance.
- Poorly defining the project scope.
- Selecting solely on price.
- Assuming previous work automatically eliminates competition
- Failing to document the selection process.
- Beginning work before the contract is executed.

SECTION 89: **ADOPTION** "9.11 Key Takeaways" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.11 Key Takeaways*(Added)*

- Professional services are selected differently than standard goods.
- Qualifications and experience often play a significant role.
- The procurement method should fit the project.
- Early planning leads to better outcomes.
- The basis for selection must be documented and approved by the Chief Procurement Officer.

SECTION 90: **ADOPTION** "9.12 Related Tools" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.12 Related Tools*(Added)*

- Procurement Summary
- Proposal Evaluation Worksheet
- Scope of Services Template
- Procurement File Checklist

SECTION 91: **ADOPTION** "10.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

10.1 Why This Matters*(Added)*

Emergency procurements allow the Town to respond quickly when immediate action is necessary to address a threat to public health, public safety, or essential Town operations.

During an emergency, restoring essential services takes priority. However, emergency procurements should still be documented to demonstrate responsible stewardship of public funds.

SECTION 92: **ADOPTION** "10.2 Who Uses This Chapter?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

10.2 Who Uses This Chapter?*(Added)*

- Department Heads
- Chief Procurement Officer
- Finance Department
- Town Council (when applicable)

SECTION 93: **ADOPTION** "10.3 Forms And Documents" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

10.3 Forms And Documents*(Added)*

- Purchase Order
- Emergency Procurement Summary
- Vendor Invoices
- Photos (when appropriate)
- Supporting Documentation

SECTION 94: **ADOPTION** "10.4 What Is An Emergency?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

10.4 What Is An Emergency?*(Added)*

Examples include:

- Water system failures
- Road washouts
- Critical utility failures
- Fire or storm damage
- Public safety hazards
- Damage to essential Town facilities

The key question is:
Does the situation involve an immediate threat to public health, public safety, or essential Town operations where following normal competitive procurement procedures would be impracticable?

Apple Valley Reminder

Emergency procurement should be limited to the goods or services reasonably necessary to address the immediate emergency. Once the emergency has been stabilized, additional work should follow the Town's normal purchasing procedures whenever practical. Emergency procurement should not be used when reasonable advance planning could have prevented the need to bypass normal competitive procedures.

SECTION 95: **ADOPTION** "10.5 Roles During An Emergency" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

10.5 Roles During An Emergency*(Added)*

Department Head

- Identifies the emergency.
- Provides technical recommendations.

- Coordinates with vendors.

Mayor / Chief Procurement Officer

- Reviews emergency procurements as soon as practical.
- Provides procurement oversight.
- Reviews and approves emergency procurement exceptions in accordance with the Procurement Ordinance.

Finance

- Documents expenditures.
- Maintains procurement records.
- Tracks project costs.
- Codes expenditures in the accounting system.

Town Council

- Provides oversight.
- Receives reports of emergency procurements that could not reasonably receive prior Council approval at its next regular meeting.
- Provides approval when otherwise required by the Procurement Ordinance or applicable law.

SECTION 96: **ADOPTION** "10.6 Emergency Procurement Process" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

10.6 Emergency Procurement Process*(Added)*

Emergency procurements require prompt action to protect public health, public safety, or essential Town operations. The general process is outlined below.

Step	**Action**
Step 1	Emergency Occurs
Step 2	Determine that immediate action is necessary to address the emergency.
Step 3	Obtain the goods or services necessary to stabilise the emergency
Step 4	Document the emergency procurement as soon as practical.
Step 5	Chief Procurement Officer reviews the procurement

Step 6	Finance records the procurement and maintains the procurement file
Step 7	Report the emergency to the Town Council, when required

SECTION 97: **ADOPTION** "10.7 Completing Documentation After An Emergency" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

10.7 Completing Documentation After An Emergency*(Added)*

Emergency procurements often require immediate action before normal purchasing documentation can be completed.

When circumstances do not allow completion of standard purchasing documentation beforehand, the required Purchase Order, Emergency Procurement Summary, and any other applicable documentation should be completed **as soon as practical** after the immediate emergency has been addressed.

The documentation should explain the nature of the emergency, the goods or services obtained, and why normal competitive procurement procedures were impracticable.

The goal is to document the procurement, not delay the emergency response.

Whenever practical, existing Town documents should be used to support the emergency procurement rather than creating duplicate paperwork.

SECTION 98: **ADOPTION** "10.8 Emergency Procurement Documentation" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

10.8 Emergency Procurement Documentation*(Added)*

Emergency procurements should be documented as soon as practical.

Documentation may include:

- Emergency Procurement Summary
- Purchase Order
- Vendor invoices
- Quotes, estimates, or other pricing information (when available)
- Photographs (when helpful)

- Relevant correspondence
- Council actions or meeting minutes *(when needed)*
- Explanation of why competitive procurement was impracticable *(may be documented on the Emergency Procurement Summary)*
- Other supporting documentation

SECTION 99: **ADOPTION** "10.9 Large Emergency Projects" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

10.9 Large Emergency Projects*(Added)*

Large emergency procurements may involve multiple vendors, multiple Purchase Orders, and several phases of work as conditions change.

For significant or extended emergencies, the Emergency Procurement Summary and supporting documentation should provide a clear record of the emergency, major decisions, authorizations, vendors used, work performed, project costs, and significant milestones.

For example, a water system failure may require well rehabilitation, pump replacement, emergency engineering services, and temporary operational changes before the emergency is fully resolved.

Following a significant emergency procurement, the Town should consider reviewing the response to identify opportunities to improve emergency preparedness, vendor relationships, procurement procedures, and documentation.

SECTION 100: **ADOPTION** "11.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.1 Why This Matters*(Added)*

The Town recognizes that certain goods or services may be reasonably available from only one source. In these circumstances, Sole Source Procurement may be appropriate when authorized by the Procurement Ordinance and applicable law.

Whenever practical, competition remains the preferred method of procurement.

SECTION 101: **ADOPTION** "11.2 Who Uses This Chapter?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

11.2 Who Uses This Chapter?*(Added)*

- Department Heads
- Chief Procurement Officer
- Finance Department

SECTION 102: **ADOPTION** "11.3 Forms And Documents" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

11.3 Forms And Documents*(Added)*

- Purchase Order
- Sole Source Justification
- Procurement Summary (when applicable)
- Vendor Documentation (when available)

SECTION 103: **ADOPTION** "11.4 What Is A Sole Source Procurement?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

11.4 What Is A Sole Source Procurement?*(Added)*

A Sole Source Procurement may be used when the required procurement item is reasonably available from only one source or when otherwise authorized by applicable law.

The fact that only one vendor has been contacted does not, by itself, make a procurement a Sole Source Procurement.

A Sole Source Procurement is not appropriate simply because:

- A vendor is preferred.
- The Town has purchased from that vendor before.
- The vendor offers the lowest price.
- Obtaining quotes would take additional time.

A Sole Source determination is based on the circumstances existing at the time of the procurement. For recurring purchases, the Town should periodically confirm that the Sole Source justification remains valid and that other practical sources have not become reasonably available.

SECTION 104: **ADOPTION** "11.5 Examples Of Sole Source Procurements" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

11.5 Examples Of Sole Source Procurements*(Added)*

Examples may include:

- Replacement parts that must be compatible with existing equipment.
- Annual software maintenance or licensing available only from the software developer or authorized provider.
- Proprietary SCADA software support or licensed system upgrades available only from the authorized provider.
- Specialized equipment available only through one authorized distributor
- Specialized technical services where only one practical source is reasonably available.

The Town should document why no reasonable alternative source exists.

SECTION 105: **ADOPTION** "11.6 Department Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

11.6 Department Responsibilities*(Added)*

Department Heads should:

- Identify when a procurement may qualify as a Sole Source Procurement.
- Document why only one practical source is reasonably available.
- Can you document why only one source is reasonably available and why competitive procurement is impracticable or not in the Town's best interest?
- Provide available documentation supporting the Sole Source determination.
- Consult with the Finance Department before proceeding if there is uncertainty regarding whether Sole Source Procurement is appropriate.

SECTION 106: **ADOPTION** "11.7 Finance Support" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

11.7 Finance Support*(Added)*

The Finance Department assists by:

- Reviewing the Sole Source Justification.
- Assisting with any additional documentation required by the Town.
- Verifying required approvals are obtained.
- Maintaining the procurement file.

SECTION 107: **ADOPTION** "11.8 Chief Procurement Officer" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

11.8 Chief Procurement Officer*(Added)*

- Reviews the Sole Source Justification.
- Determines whether Sole Source Procurement is appropriate.
- Approves the written Sole Source determination as required by the Procurement Ordinance.

SECTION 108: **ADOPTION** "11.9 Common Mistakes" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

11.9 Common Mistakes*(Added)*

- Assuming a familiar vendor is automatically a sole source.
- Failing to document why competition is unavailable.
- Using Sole Source Procurement for convenience.
- Assuming a Sole Source Procurement eliminates the need for documentation.

SECTION 109: **ADOPTION** "11.10 Key Takeaways" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.10 Key Takeaways*(Added)*

- Sole Source Procurement should be the exception—not the rule.
- The basis for using Sole Source Procurement must be documented and approved by the Chief Procurement Officer.
- Convenience alone does not justify Sole Source Procurement.
- Documentation protects both the Town and the employee.

SECTION 110: **ADOPTION** "11.11 Related Tools" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.11 Related Tools*(Added)*

- Sole Source Justification
- Procurement Summary (when applicable)
- Procurement File Checklist
- Supporting Documentation Checklist
- Sole Source Procurement File Contents

SECTION 111: **ADOPTION** "11.12 Is This A Sole Source Procurement?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.12 Is This A Sole Source Procurement?*(Added)*

Question	**If Yes**	**If No**
Is more than one practical source reasonably available?	Follow the appropriate competitive purchasing procedure	Continue to the next question
Can you document why only one practical source is reasonably available and why competition is impractical?	Complete the Sole Source Justification and obtain Chief Procurement Officer approval.	Contact Finance before proceeding.

SECTION 112: **<u>ADOPTION</u>** "12.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.1 Why This Matters*(Added)*

<u>When permitted by Utah law, the Town may purchase goods or services through contracts that have already been competitively procured by another governmental entity.</u>

<u>Using cooperative purchasing agreements can:</u>

- <u>Reduce administrative effort.</u>
- <u>Shorten procurement time.</u>
- <u>Provide competitive pricing.</u>
- <u>Eliminate the need to duplicate an existing competitive procurement when authorized by law.</u>

SECTION 113: **<u>ADOPTION</u>** "12.2 Who Uses This Chapter?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.2 Who Uses This Chapter?*(Added)*

- <u>Department Heads</u>
- <u>Chief Procurement Officer</u>
- <u>Finance Department</u>

SECTION 114: **<u>ADOPTION</u>** "12.3 Forms And Documents" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.3 Forms And Documents*(Added)*

- <u>Purchase Order</u>
- <u>Cooperative Purchasing Documentation</u>
- <u>Cooperative Contract or Contract Information</u>
- <u>Supporting Documentation</u>

SECTION 115: **ADOPTION** "12.4 What Is Cooperative Purchasing?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

12.4 What Is Cooperative Purchasing?*(Added)*

Cooperative purchasing allows the Town, when permitted by law, to purchase goods or services through an existing contract competitively awarded by another governmental entity rather than conducting a new competitive procurement.

One common example is a **State of Utah cooperative contract**. These contracts have already been competitively solicited and awarded by the State of Utah and are available for use by eligible public entities when authorized by law. Using an existing State cooperative contract can reduce procurement time, minimize administrative effort, and provide competitively awarded pricing without requiring the Town to conduct a separate solicitation.

The Town may also utilize other cooperative purchasing agreements authorized by the Utah Procurement Code or other applicable law.

SECTION 116: **ADOPTION** "12.5 Examples Of Cooperative Purchasing" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

12.5 Examples Of Cooperative Purchasing*(Added)*

Examples may include:

- State of Utah cooperative contracts
- Contracts awarded by another governmental entity that are available for use by the Town
- Interlocal purchasing agreements
- Other cooperative purchasing agreements authorized by law

The State of Utah Division of Purchasing and General Services maintains a directory of statewide cooperative contracts available for use by eligible public entities. Before initiating a new competitive procurement, departments should contact the Finance Department to determine whether an existing State cooperative contract or other authorized cooperative purchasing agreement is available and appropriate for the purchase.

Finance can assist departments in locating available cooperative contracts, verifying that the contract may be used by the Town, and ensuring all applicable documentation and approval requirements are met.

SECTION 117: **ADOPTION** "12.6 Chief Procurement Officer Determination" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

12.6 Chief Procurement Officer Determination*(Added)*

The Chief Procurement Officer may determine that use of a cooperative purchasing agreement is in the Town's best interest when it provides a lawful, efficient, and cost-effective method of procurement.

The basis for utilizing the cooperative purchasing agreement shall be documented and maintained in the procurement file.

SECTION 118: **ADOPTION** "12.7 Department Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

12.7 Department Responsibilities*(Added)*

Department Heads should:

- Identify the operational need.
- Identify or provide information about an existing cooperative contract when known.
- Provide available product, vendor, or contract information.
- Follow normal purchasing procedures and approval requirements.

SECTION 119: **ADOPTION** "12.8 Finance Support" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

12.8 Finance Support*(Added)*

Finance assists by:

- Assisting departments in determining whether cooperative purchasing is authorized.
- Verifying the contract is available for use by the Town.
- Assisting with required documentation.
- Verifying required approvals have been obtained.
- Maintaining the procurement file.

SECTION 120: **ADOPTION** "12.9 Common Mistakes" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.9 Common Mistakes*(Added)*

- Assuming every government contract may automatically be used
- Assuming cooperative purchasing eliminates approval requirements.
- Assuming cooperative purchasing eliminates documentation requirements.
- Failing to document the contract being used.

SECTION 121: **ADOPTION** "12.10 Key Takeaways" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.10 Key Takeaways*(Added)*

- Cooperative purchasing can save time and reduce administrative effort.
- Cooperative purchasing may allow the Town to use an existing competitively awarded contract when authorized by law.
- Finance **can assist** in determining whether a cooperative contract may be used.
- Normal purchasing approvals and documentation still apply.
- The basis for using a cooperative purchasing agreement must be documented and maintained in the procurement file.

SECTION 122: **ADOPTION** "12.11 Related Tools" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.11 Related Tools*(Added)*

- Cooperative Purchasing Documentation
- Procurement File Checklist
- Supporting Documentation Checklist
- Cooperative Purchasing Procurement File Contents

SECTION 123: **ADOPTION** "13.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

13.1 Why This Matters*(Added)*

Certain types of expenditures may be exempt from competitive procurement requirements when specifically authorized by the Town's Procurement Ordinance or applicable law.

Although these expenditures may be exempt from competitive procurement, they are not exempt from the Town's normal purchasing approvals, documentation, or payment procedures.

Employees should continue to follow applicable Town purchasing procedures and consult Finance whenever there is uncertainty.

SECTION 124: **ADOPTION** "13.2 Who Uses This Chapter?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

13.2 Who Uses This Chapter?*(Added)*

- Department Heads
- Chief Procurement Officer
- Finance Department
- Finance Department
- Employees responsible for initiating or documenting Town purchases

SECTION 125: **ADOPTION** "13.3 Forms And Documents" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

13.3 Forms And Documents*(Added)*

- Purchase Order
- Procurement Summary (when applicable)
- Invoice, Receipt, or Other Supporting Documentation
- Purchasing Decision Guide

SECTION 126: **ADOPTION** "13.4 Common Examples" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

13.4 Common Examples*(Added)*

Exempt expenditures are those authorized by the Procurement Ordinance or applicable law. Examples include:

- Utility services
- Regulated telecommunications or internet services where only one practical provider exists
- Permits, licenses, taxes, mandatory governmental fees, and court or regulatory fees
- Professional memberships and required certifications
- Conferences and training
- Intergovernmental agreements authorized by law
- Other expenditures determined by the Chief Procurement Officer to lack a reasonably available competitive market, when the basis for the determination is documented.

These expenditures remain subject to applicable budgetary controls, authorization requirements, and documentation standards.

Apple Valley Reminder

The Town's rural location does not automatically make a purchase exempt from procurement requirements.

When competition is not reasonably available, the purchase may instead qualify as a Sole Source Procurement.

If you are unsure, contact Finance before proceeding.

SECTION 127: **ADOPTION** "13.5 Department Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

13.5 Department Responsibilities*(Added)*

Department Heads should:

- Identify the operational need.
- Identify when an expenditure may fall within an authorized exemption.
- Provide appropriate supporting documentation.

- Obtain required approvals.
- Consult Finance if there is uncertainty regarding the appropriate purchasing method.

SECTION 128: **ADOPTION** "13.6 Finance Support" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

13.6 Finance Support*(Added)*

Finance assists by:

- Assisting in determining whether the expenditure qualifies for an authorized exemption.
- Reviewing supporting documentation.
- Verifying that required approvals have been obtained.
- Processing invoices in accordance with Town procedures.
- Maintaining the appropriate purchasing and payment records.

SECTION 129: **ADOPTION** "13.7 Chief Procurement Officer" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

13.7 Chief Procurement Officer*(Added)*

The Chief Procurement Officer may determine that an expenditure lacks a reasonably available competitive market and may therefore be exempt from competitive procurement requirements.

When this authority is used, the basis for determination must be documented.

SECTION 130: **ADOPTION** "13.8 Common Mistakes" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

13.8 Common Mistakes*(Added)*

- Assuming exempt means no documentation is required.
- Assuming exempt means no approval is required.
- Assuming every recurring expenditure is exempt.
- Assuming the Town's rural location automatically creates an exemption.

- Assuming an expenditure is exempt simply because competition appears limited.
- Treating a Sole Source purchase as an exempt expenditure.

SECTION 131: **ADOPTION** "13.9 Related Tools" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

13.9 Related Tools*(Added)*

- Purchase Order
- Procurement Summary (when applicable)
- Procurement File Checklist
- Supporting Documentation Checklist
- Purchasing Decision Guide

SECTION 132: **ADOPTION** "14.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

14.1 Why This Matters*(Added)*

The purchasing process is not complete until the Town has received the goods or services, verified the purchase, and submitted sufficient documentation for payment.

Timely documentation helps ensure vendors are paid promptly and Town purchasing and financial records remain accurate.

SECTION 133: **ADOPTION** "14.2 Who Uses This Chapter?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

14.2 Who Uses This Chapter?*(Added)*

- Department Heads
- Employees Receiving Goods or Services
- Finance Department

SECTION 134: **ADOPTION** "14.3 Department Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

14.3 Department Responsibilities*(Added)*

Department Heads or employees responsible for receiving the purchase should:

- Verify the goods or services were received.
- Confirm quantities, condition, and accuracy.
- Verify the purchase matches the Purchase Order or supporting documentation.
- Document and report discrepancies, shortages, or damage.
- Submit invoices, receipts, and other supporting documentation to Finance promptly.

SECTION 135: **ADOPTION** "14.4 Finance Support" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

14.4 Finance Support*(Added)*

Finance assists by:

- Review submitted documentation.
- Verifying required approvals have been obtained.
- Processing invoices and payments in accordance with Town procedures.
- Contacting the department when additional information or documentation is needed.

SECTION 136: **ADOPTION** "14.5 Supporting Documentation" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

14.5 Supporting Documentation*(Added)*

Supporting documentation may include:

- Purchase Order
- Receipt
- Vendor Invoice
- Quotes (when required)
- Delivery or Packing Slip (when applicable)

- Photos (when appropriate)
- Other supporting documentation

SECTION 137: **ADOPTION** "14.6 Common Mistakes" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

14.6 Common Mistakes*(Added)*

- Submitting invoices without required supporting documentation or approvals.
- Failing to retain receipts or delivery documentation.
- Delaying submission to Finance.
- Accepting incomplete, incorrect, or damaged deliveries without documenting the issue.

SECTION 138: **ADOPTION** "14.7 Key Takeaways" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

14.7 Key Takeaways*(Added)*

- Verify goods or services were received as expected.
- Document shortages, damage, or other discrepancies.
- Submit complete documentation to Finance promptly.
- Finance reviews documentation and processes payment in accordance with Town procedures.

SECTION 139: **ADOPTION** "14.8 Related Tools" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

14.8 Related Tools*(Added)*

- Receiving Goods Checklist
- Purchase Order
- Supporting Documentation Checklist
- Procurement File Checklist

Apple Valley Tip

Don't wait to report problems. If goods or services are incomplete, damaged, incorrect, or do not match the Purchase Order or supporting documentation, notify your Department Head and Finance as soon as practical. Addressing discrepancies early can help resolve problems before payment is processed.

SECTION 140: **ADOPTION** "15.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

15.1 Why This Matters*(Added)*

Once Finance receives complete purchasing documentation, the invoice is reviewed, coded, recorded in the Town's accounting system, and processed for payment.

Timely and accurate invoice processing helps ensure vendors are paid promptly, expenditures are properly recorded, budgets remain accurate, and the Town maintains strong financial controls.

SECTION 141: **ADOPTION** "15.2 Who Uses This Chapter?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

15.2 Who Uses This Chapter?*(Added)*

- Finance Department
- Department Heads

SECTION 142: **ADOPTION** "15.3 Finance Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

15.3 Finance Responsibilities*(Added)*

Finance will:

- Review invoices and supporting documentation
- Verify required approvals have been obtained.
- Verify documentation indicates that goods or services have been received.
- Contact the department when clarification or additional documentation is needed.

- Assign appropriate accounting codes.
- Record the invoice in the accounting system.
- Process payment in accordance with Town procedures.
- Maintain payment documentation.

SECTION 143: **ADOPTION** "15.4 Department Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

15.4 Department Responsibilities*(Added)*

Departments should:

- Submit complete invoices and documentation promptly.
- Respond promptly to Finance requests.
- Notify Finance of invoice discrepancies.
- Assist in resolving vendor questions when necessary.

SECTION 144: **ADOPTION** "15.5 Payment Methods" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

15.5 Payment Methods*(Added)*

The Town may pay vendors using authorized payment methods such as:

- Purchasing Card (when appropriate)
- ACH
- Check

Payments are processed in accordance with Town financial procedures.

SECTION 145: **ADOPTION** "15.6 Common Mistakes" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

15.6 Common Mistakes*(Added)*

- Incomplete supporting documentation.

- Missing approvals.
- Incorrect accounting coding.
- Duplicate invoice submission.
- Delayed submission to Finance.

SECTION 146: **ADOPTION** "15.7 Key Takeaways" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

15.7 Key Takeaways*(Added)*

- Finance reviews complete documentation before payment is processed.
- Accurate documentation and coding support timely payment and reliable financial records.
- Prompt communication helps resolve discrepancies and prevent payment delays.

SECTION 147: **ADOPTION** "15.8 Related Tools" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

15.8 Related Tools*(Added)*

- Finance Review Checklist
- Supporting Documentation Checklist
- Purchase Order
- Procurement File Checklist

SECTION 148: **ADOPTION** "16.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.1 Why This Matters*(Added)*

Procurement documentation provides the official record of the Town's purchasing activities.

Complete procurement files demonstrate responsible stewardship of public funds, support financial reporting, facilitate audits, **protect the Town and its employees**, and help ensure compliance with the Procurement Ordinance and applicable law.

The goal is not to create unnecessary paperwork, but to maintain documentation sufficient to explain and support each purchase.

SECTION 149: **ADOPTION** "16.2 Who Uses This Chapter?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.2 Who Uses This Chapter?*(Added)*

- Finance Department
- Department Heads
- Chief Procurement Officer

SECTION 150: **ADOPTION** "16.3 What Is A Procurement File?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.3 What Is A Procurement File?*(Added)*

A procurement file is the collection of documents that supports a Town purchase or procurement from beginning to end.

Depending on the purchase, a procurement file may contain only a few documents or may include additional documentation for larger or more complex procurements.

SECTION 151: **ADOPTION** "16.4 Typical Procurement File" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.4 Typical Procurement File*(Added)*

Depending on the purchase, a procurement file may include:

- Purchase Order
- Procurement Summary (when applicable)
- Quotations (when required)
- Solicitation Documents (when applicable)
- Evaluation Documentation (when applicable)
- Contract or Agreement (when applicable)

- Vendor Invoice or Receipt
- Packing Slip or Receiving Documentation (when applicable)
- P-Card Documentation (when applicable)
- Emergency Procurement Summary (when applicable)
- Sole Source Justification (when applicable)
- Cooperative Purchasing Documentation (when applicable)
- Other Supporting Documentation

SECTION 152: **ADOPTION** "16.5 Department Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.5 Department Responsibilities*(Added)*

Department Heads should provide Finance with receipts, invoices, quotations, approvals, and other documentation required to support purchases made within their department.

Documentation should be submitted as soon as practical, and departments should respond promptly when Finance requests information needed to complete the procurement file.

SECTION 153: **ADOPTION** "16.6 Finance Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.6 Finance Responsibilities*(Added)*

Finance is responsible for:

- Reviewing procurement documentation.
- Verifying required approvals have been obtained.
- Maintaining procurement files.
- Recording purchases in the Town's accounting system.
- Retaining procurement records in accordance with applicable record retention requirements.

SECTION 154: **ADOPTION** "16.7 Record Retention" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.7 Record Retention*(Added)*

Procurement records shall be retained in accordance with Utah record retention requirements and the Town's records management policies.

Finance will maintain procurement records in a manner that allows documentation to be readily located when needed for operational, financial, or audit purposes.

SECTION 155: **ADOPTION** "16.8 Audit Readiness" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.8 Audit Readiness*(Added)*

A complete procurement file should allow an independent reviewer to understand:

- What was purchased.
- Why it was purchased.
- Who approved the purchase.
- How the vendor was selected.
- Whether the goods or services were received.
- How payment was documented.

SECTION 156: **ADOPTION** "16.9 Common Mistakes" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.9 Common Mistakes*(Added)*

- Missing required documentation or approvals.
- Missing quotations when required.
- Delayed submission of documentation.
- Incomplete procurement files.
- Keeping related procurement documentation in multiple locations.

SECTION 157: **ADOPTION** "16.10 Related Tools" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.10 Related Tools*(Added)*

- Procurement File Checklist
- Supporting Documentation Checklist
- Finance Review Checklist
- Purchase Order
- Procurement Summary (when applicable)
- Sample Procurement File Contents

Apple Valley Tip A good procurement file should allow someone unfamiliar with the purchase to understand what happened and why. If the documentation tells the complete story, the file has done its job.

SECTION 158: **ADOPTION** "17.1 Why This Matters" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

17.1 Why This Matters*(Added)*

Public purchasing requires public trust.

Employees involved in the purchasing process are entrusted with public funds and are expected to conduct procurement activities honestly, fairly, and impartially.

Ethical purchasing practices promote transparency, maintain public confidence, and help ensure purchasing decisions are made in the best interest of the Town.

Every employee shares responsibility for maintaining that trust.

SECTION 159: **ADOPTION** "17.2 Who Uses This Chapter?" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

17.2 Who Uses This Chapter?*(Added)*

- All Employees
- Department Heads
- Finance Department
- Chief Procurement Officer

SECTION 160: **ADOPTION** "17.3 Ethical Responsibilities" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

17.3 Ethical Responsibilities*(Added)*

Employees involved in the purchasing process should:

- Act honestly and impartially.
- Treat vendors fairly and consistently.
- Make purchasing decisions in the best interest of the Town.
- Use public resources responsibly.
- Maintain appropriate confidentiality when required.
- Ask questions whenever an ethical concern arises.

SECTION 161: **ADOPTION** "17.4 Conflicts Of Interest" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

17.4 Conflicts Of Interest*(Added)*

Town officers, employees, and agents shall not participate in a procurement when they have an undisclosed financial or personal interest or when an actual or potential conflict of interest exists.

Any actual or potential conflict of interest shall be promptly disclosed, and the affected individual shall refrain from participating in the procurement unless otherwise authorized by applicable law.

SECTION 162: **ADOPTION** "17.5 Gifts And Personal Benefit" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

17.5 Gifts And Personal Benefit*(Added)*

Town officers, employees, and agents shall not solicit or accept gifts, gratuities, favors, or anything of value intended to influence a procurement decision.

SECTION 163: **ADOPTION** "17.6 Avoiding Procurement Requirements" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

17.6 Avoiding Procurement Requirements*(Added)*

Town officers, employees, and agents shall not intentionally divide or structure procurements to avoid the requirements of the Procurement Ordinance.

SECTION 164: **ADOPTION** "17.7 Common Mistakes" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

17.7 Common Mistakes*(Added)*

- Allowing personal or financial interests to influence purchasing decisions.
- Failing to disclose an actual or potential conflict of interest.
- Continuing to participate in a procurement after identifying a conflict unless otherwise authorized by applicable law.
- Accepting gifts, favors, or anything of value intended to influence a procurement decision.
- Sharing confidential procurement information inappropriately.
- Dividing or structuring a procurement to avoid purchasing requirements

SECTION 165: **ADOPTION** "17.8 Key Takeaways" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

17.8 Key Takeaways*(Added)*

- Procurement activities must be conducted with integrity and impartiality.
- Actual or potential conflicts of interest must be promptly disclosed.
- An individual with a conflict must refrain from participating unless otherwise authorized by applicable law.
- Gifts or favors intended to influence procurement decisions are prohibited.
- Procurements must not be intentionally divided or structured to avoid purchasing requirements

SECTION 166: **ADOPTION** "17.9 Related References" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

17.9 Related References*(Added)*

- Town Procurement Ordinance
- Town Personnel Policies
- Utah Public Officers' and Employees' Ethics Act

Compliance with Other Ethics Laws Nothing in this Manual relieves any Town officer, employee, or agent from complying with the Utah Public Officers' and Employees' Ethics Act or other applicable federal, state, or local ethics laws.

SECTION 167: **ADOPTION** "17.10 Apple Valley Principle" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

17.10 Apple Valley Principle*(Added)*

Would I be comfortable explaining this purchasing decision to:

- My supervisor?
- The Town Council?
- An auditor?
- A member of the public?

If you're uncomfortable explaining the decision—or uncertain whether it complies with Town requirements- ask before proceeding.

SECTION 168: **ADOPTION** "18.1 Purpose" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

18.1 Purpose*(Added)*

When federal grant funds are used to purchase supplies, equipment, construction, or professional services, the Town must comply with both its Procurement Ordinance and the applicable requirements of the federal award.

Federal grant procurements often require additional planning, documentation, and contract administration beyond the Town's standard procurement procedures. The purpose of this chapter is to provide employees with a general overview of those additional requirements and to identify the resources available to assist with federally funded procurements.

This chapter is intended as a practical guide and does not replace applicable federal laws, regulations, grant conditions, or Town policy. The Town's standard procurement procedures continue to apply unless superseded by applicable federal requirements. When differences exist, the more restrictive requirement shall govern.

SECTION 169: **ADOPTION** "18.2 When Federal Requirements Apply" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

18.2 When Federal Requirements Apply*(Added)*

Federal procurement requirements apply whenever a procurement is funded, in whole or in part, with federal grant funds.

Examples of federal funding sources may include:

- Environmental Protection Agency (EPA)
- USDA Rural Development
- Federal Emergency Management Agency (FEMA)
- Community Development Block Grant (CDBG)
- Economic Development Administration (EDA)
- Other federal financial assistance programs

Whenever federal funding is used, or may be used, employees should notify the Chief Procurement Officer or Finance Department before beginning the procurement process. Early coordination helps ensure the appropriate procurement method is used and that all applicable federal requirements are identified before a solicitation is issued or a purchase is made.

SECTION 170: **ADOPTION** "18.3 Additional Federal Requirements" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

18.3 Additional Federal Requirements*(Added)*

Federal grant procurements generally require additional documentation and procedures beyond the Town's standard procurement requirements. The specific requirements applicable to a procurement will vary depending on the funding source, grant conditions, and type of procurement.

Depending on the funding source and the nature of the procurement, additional requirements may include:

- Full and open competition
- Independent Cost Estimates
- Cost or Price Analysis
- Debarment and Suspension Verification (SAM.gov)
- Good Faith Efforts for Disadvantaged Business Enterprises (DBEs)
- Required Federal Contract Clauses
- Build America, Buy America (BABA) requirements
- Davis-Bacon prevailing wage requirements
- Additional procurement file documentation
- Other grant-specific requirements

The Chief Procurement Officer or Finance Department will assist departments in determining which federal requirements apply to a particular procurement.

SECTION 171: **ADOPTION** "18.4 Federal Grant Procurement File" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

18.4 Federal Grant Procurement File*(Added)*

Federally funded procurements generally require additional documentation to demonstrate compliance with federal procurement requirements.

To assist with procurement administration and future audits, the Town maintains a standard Federal Grant Procurement File identifying the documents typically retained for federally funded procurements. The procurement file should provide a complete record of the procurement process, beginning with project planning and continuing through solicitation, contract administration, and project closeout.

A sample Federal Grant Procurement File is provided in Chapter 19.

SECTION 172: **ADOPTION** "18.5 Forms And Resources" of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

18.5 Forms And Resources*(Added)*

To promote consistency and compliance, the Town has developed forms, checklists, templates, and sample procurement file contents for federally funded procurements.

These resources are provided in Chapter 19 - Purchasing Toolbox and are intended to assist departments in meeting applicable federal procurement requirements.

Employees should consult the Chief Procurement Officer or Finance Department whenever questions arise regarding federal procurement requirements.

Early coordination helps protect the Town's eligibility for federal funding and reduces the risk of procurement errors that could delay a project or affect reimbursement.

SECTION 173: **ADOPTION** "19.1 Quick Reference Guides" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

19.1 Quick Reference Guides*(Added)*

Purchasing Decision Guide Helps determine which purchasing procedure applies
Purchasing Threshold Summary One-page reference for dollar thresholds, approvals, quotes, and documentation.

SECTION 174: **ADOPTION** "19.2 Standard Forms" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

19.2 Standard Forms*(Added)*

- Purchase Order
- Procurement Summary
- Emergency Procurement Summary
- Sole Source Justification
- Cooperative Purchasing Documentation
- Quote Comparison Worksheet
- Proposal Evaluation Worksheet
- Scope of Services Template

SECTION 175: **ADOPTION** "19.3 Checklists" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

19.3 Checklists*(Added)*

- Receiving Goods Checklist
- Procurement File Checklist
- Finance Review Checklist
- Supporting Documentation Checklist

SECTION 176: **ADOPTION** "19.4 Sample Procurement File Contents" of the Apple Valley Policies & Procedures is hereby *added* as follows:

A D O P T I O N

19.4 Sample Procurement File Contents*(Added)*

- Small Purchase File
- Competitive Quote Procurement File
- Sole Source Procurement File
- Emergency Procurement File
- Professional Services Procurement File
- Cooperative Purchasing Procurement File

Sample procurement files illustrate how purchasing documentation comes together in practice and help employees understand how forms, approvals, quotations, invoices, and supporting documentation may be organized into a complete procurement file.

Thank You
Thank you for your commitment to responsible purchasing and good stewardship of public resources. By working together, we help ensure Town purchases are practical, accountable, appropriately documented, and made in the best interest of the community we serve.

Simple • Practical • Accountable
Making the Right Thing the Easy Thing.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL
______________________________.

	AYE	NAY	ABSENT	ABSTAIN
Mayor | Mike Farrar	______	______	______	______
Council Member | Kevin Sair	______	______	______	______
Council Member | Annie Spendlove	______	______	______	______
Council Member | Scott Taylor	______	______	______	______
Council Member | Richard Palmer	______	______	______	______

Attest

____
Jenna Vizcardo, Town Clerk, Apple Valley

Presiding Officer

____
Michael Farrar, Mayor, Apple Valley