



Purchase Policy for General Supplies at City Hall.

As part of City of Buchanan's financial controls, the Finance department have implemented the purchase requisition process policy to help manage requests for purchases for general supplies.

City of Buchanan requires that competitive bidding be utilized in all instances where goods or services will be purchased from external suppliers. If it is necessary to request a specific consultant, brand name, specific manufacturer, or other sole source as the supplier of a product or service, the department is required to provide the finance department with written justification for the request, including evaluations of the product or service and the supplier(s) and specific evident of all research conducted to make the sole source determination.

The Finance Department will place supply orders on the second and fourth Monday of every month. All departments will be responsible for communicating what supplies are needed for their specific departments. All general supplies will be handled and ordered by the Finance Department.

Upon receipt of the items ordered, it is the finance department's responsibility to check the packing slip to ensure all items have been received and that the amount on the invoice matches the approved requested purchase order.