



Agenda Item Report

Meeting Type: Committee of the Whole

Meeting Date: January 7, 2025

Item Title: Discussion of the City of Columbus Purchasing Policy & Procedures update

Submitted By: Krystal Larson, Treasurer

Detailed Description of Subject Matter:

The major adjustments to the City's purchasing policy are to 1) align the construction project bidding requirements with state statute, and 2) increase department head and administrator responsibilities. These changes are warranted because of inflation, comparing the cost of purchasing goods and services to previous years, and the implementation of miViewPoint accounts payable workflow. The new software has elevated the accounts payable process to include documented evidence of input, approval, and processing. Each invoice is automatically identified by budget account and a budget notification is generated. The controls implemented in miViewPoint are set up to match the purchasing policy authorization limits and permissions.

List all Supporting Documentation Attached:

Purchasing Policy – redline version 2024

Action Requested of Council:

Discussion of the City of Columbus, Wisconsin Purchasing Policy & Procedures update.