

## POLICY UPDATE REGARDING PURCHASE ORDER PROCEDURE

This policy update is adopted by the Board of Aldermen of the City of Jackson, Missouri, on the day below written.

The purpose of this policy is to update the procedures for requesting and issuing purchase orders.

1. Complete a requisition form to initiate the order. The requisition is then approved and signed by the City Administrator or Assistant City Administrator.
2. Use the Purchase Order Requisition form for all requests as required by Section 3-309 of the City of Jackson Code of Ordinances. This includes any local, State, or Federal grant expenditures.
3. It is necessary to show the cost of each item as well as amounts for shipping charges. The use of estimates is generally discouraged.
4. To be sure your budget is properly expended, include the expense account number to be charged.

Failure to follow the above steps may result in a delay in issuing the purchase order.

Accounts Payable will prepare a Purchase Order upon receipt of an approved Purchase Order Requisition. A copy of the Purchase Order will be returned to the appropriate department. It is the requester's responsibility to place the order for the goods or services. No orders exceeding the specified amount should be placed until a Purchase Order has been issued.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Mayor Dwain L. Hahs