



MEETING DATE: September 22, 2026
PRESENTED BY: Ezeiza Garcia, Asst. Finance Director
AGENDA ITEM: Discussion and action regarding approval of amendments to the City of Mission Purchasing Policy and Procurement Manual – E. Garcia

NATURE OF REQUEST:

Request approval of updated Citywide purchasing and procurement requirements to address FY2025 audit corrective actions and strengthen internal controls. Revisions will address departmental responsibilities, grant-funded purchasing, pre-purchase authorization, purchase orders before costs are incurred, allowable-cost review, SAM.gov exclusion and suspension/debarment verification, vendor eligibility, required procurement documentation, record retention, and coordination among requesting departments, Grants Administration, Purchasing, and Finance. The audit identified weaknesses in both documented suspension/debarment verification and advance purchase-order authorization for federally funded costs.

BUGETED: N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval AG

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ **AYES**

_____ **NAYS**

_____ **DISSENTING** _____