



Finance Department

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To: Finance Committee
From: Mark Stevens
Date: July 24, 2023
RE: Request for addition to Purchasing Policy

Plans are underway to present a recommendation for an update to the Purchasing Policy in conjunction with the new fiscal year. During a recent triennial audit of the Shared-Ride Transit program by WisDOT, it was cited that our current written policies are absent content addressing cost allowability against federal grant awards. I received model language, mostly direct copy from the federal Office of Management and Budget audit guide, that I've modified for the city. I am requesting the attached policy statement be added to our purchasing policy as **Section 9.2 Cost Allowability for Charges Against Federal and State Awards** (moving the current **9.2 Procurement** to be numbered as 9.3), effectively immediately so that we can incorporate this change in our corrective action plan due next week.