

PURCHASES AND/OR SERVICES FOR \$5,000 OR MORE

1. At least 3 quotes need to be obtained and submitted with the requisition **and/or contract/proposal** for approval by the department head/manager.
 - a. If a paper requisition, they must be attached when submitted to department head/manager for his/her approval
 - b. If a MIP requisition, they must be submitted to department head/manager BEFORE he/she approves it in MIP
 - c. If a contract/proposal is applicable, it must be fully executed **at the time of approval**
 - i. **Department head/manager is responsible for ensuring that the contract/proposal has been fully executed.**
 - ii. If you are utilizing an approved City Contract you will need to supply the contract number. To receive an updated list of current contracts, contact the Supply Commissioner at 314-622-4330 or KuehlingP@stlouis-mo.gov.
2. Once approved, all documentation must be submitted to Fiscal to the following personnel:
 - Repair & Replacement – CFO, Michelle Smart
 - Departments/direct reports for Jared Boyd, Chief of Staff – Rita Goliday, Accounting Manager
 - Departments/direct reports for Carl Phillips, Parking Administrator – Josie Atkinson, Accountant Clerk II
 - a. If paper requisition, all 3 quotes, plus APPROVED requisition and/or **fully executed contract/proposal**, must be submitted to Fiscal
 - b. If MIP requisition, all 3 quotes and/or **fully executed contract/proposal** must be received BEFORE it is final approved by Fiscal
3. Fiscal will ensure that:
 - a. The fully executed contract/proposal is saved on the Executive Drive, if applicable
 - i. If a contract/proposal is applicable and it is NOT fully executed, Fiscal will **reject** the requisition
 - b. The 3 quotes are filed with the approved requisition, invoice and final voucher or Repair & Replacement Request for payment.
 - i. If 3 quotes are not submitted, Fiscal will **reject** the requisition

EXCEPTION TO POLICY:

a) Legal Services and Human Resource/Employment Services

Due to the sensitive nature and expertise required of certain legal and human resource/employment services, they may be exempt from this policy for bids/quotes. However, an Engagement Letter and/or Contract is still required.

NEEDED ENHANCEMENT FEATURE THE IT DEPT WILL DEVISE MANNER BY WHICH THE 3 QUOTES AND/OR FULLY EXECUTED CONTRACT/PROPOSAL CAN BE SENT THROUGH THE APPROVAL PROCESS ELECTRONICALLY

CONTRACTUAL AGREEMENTS

(THIS INCLUDES PROPOSALS)

(If not associated with a requisition)

- i. Department head/manager is responsible for ensuring that any contract/proposal for products and/or services has been fully executed upon completion of the negotiations.
- ii. The Department head/manager must submit **ALL** completed fully executed contracts/proposals to Fiscal to the following personnel:
 - i. Repair & Replacement – CFO, Michelle Smart
 - ii. Departments/direct reports for Jared Boyd, Chief of Staff – Rita Goliday, Accounting Manager
 - iii. Departments/direct reports for Carl Phillips, Parking Administrator – Josie Atkinson, Accountant Clerk II
- iii. Fiscal will ensure that the fully executed contract/proposal is saved on the Executive Drive
 - i. If a contract/proposal is NOT fully executed, Fiscal will return it to the applicable Department head/manager to be completed.

NEEDED ENHANCEMENT FEATURE: THE IT DEPT WILL DEVISE MANNER BY WHICH THE FULLY EXECUTED CONTRACT/PROPOSAL CAN BE SENT THROUGH ELECTRONICALLY

I have read and agree with the procedures outlined for **PURCHASES AND/OR SERVICES FOR \$5,000 OR MORE and CONTRACTUAL AGREEMENTS** and will adhere to them accordingly.

PRINTED NAME

SIGNATURE

DATE