



PURCHASING PROCEDURES

Becki Burlingham, Director of Purchasing
City of Brecksville
440-526-2622
bburlingham@brecksville.oh.us

BICENTENNIAL COMMITTEE

General Purchasing Guidelines

1. Each committee must designate one representative to serve as the authorized Purchasing Manager.
2. Expenses will be paid for by the City, and will be charged to an account specifically set up for 2010 Bicentennial expenditures. In order to receive authorization to use the Purchase Order number that's been assigned to the event, **you must submit a Purchase Requisition to the Purchasing Department**, along with (3) supplier estimates for the item being purchased (see Supplier Estimates form).

In the event that an item being purchased is only available through a single source, please indicate this on the Supplier Estimates form.

The vendor listed on your Purchase Requisition should represent the lowest and best option bid option for the City. The Purchasing Department will evaluate these estimates during the approval process, and your order will be delayed if there is a question about the vendor selection.

3. Purchase Requisitions & Supplier Estimate forms can be submitted to the Purchasing Department in hard copy form, via fax (440-526-1594) or e-mail: bburlingham@brecksville.oh.us
4. Upon approval of the requisition, notification will be given to the requisitioner, and authorization will be given to use the blanket purchase order number for that particular approved purchase.
5. The actual purchase of the item will then be carried out by:
 - a. the Purchasing Department
 - b. a City employee

Please make sure you've completed the Purchase Requisition and Supplier Estimates page with all the necessary detail for your order so as not to delay the order process (see samples of completed Purchase Requisition and Supplier Estimate forms).

EXPENSE TRACKING

Expense tracking spreadsheets will be kept in the Purchasing Department for each approved committee budget. These will be useful tools to assist you with tracking all expenses for your committee throughout the year. As requisitions are approved, expenditures will be entered on the respective committee spreadsheet. Copies of these reports will be provided to the Purchasing Manager of each committee at the Bicentennial Meetings of the Whole.