

ORDINANCE NO. 1501

**AN ORDINANCE AMENDING VARIOUS ORDINANCES PRESENTLY
CODIFIED AS CHAPTER 2, ADMINISTRATION, ARTICLE I, IN GENERAL,
AMENDING SECTION 2-15 OF THE CODE OF ORDINANCES –
CITY OF VERNON, TEXAS**

BE IT ORDAINED BY THE CITY OF VERNON, TEXAS:

That Section 2-15: SAME – COMMISSION APPROVAL; POLICY of the CODE OF ORDINANCES – CITY OF VERNON, Texas, Section 1, Section 2, and Section 3 shall be amended to read as follows:

Section 1: Commission Approval.

It shall be the duty of the purchasing agent to contract for and purchase all supplies, materials, goods, wares and merchandise, and things necessary for the use of the city in any of its departments; provided, however, he shall not make any purchase in an amount in excess of five thousand dollars (\$5,000.00), without first having submitted the same to the city commission for its approval; and no separate purchase in an amount in excess of five thousand dollars (\$5,000.00) made without the approval of the city commission shall be binding on the city.

Section 2. Purchasing Policy.

- a. Goods or services costing up to and including five hundred dollars (\$500.00) may be purchased by department heads or their authorized representatives.
- b. Goods and services costing more than five hundred dollars (\$500.00) and up to and including five thousand dollars (\$5,000.00) will require a requisition from the requesting department. Departments will be responsible for placing an order after soliciting at least three (3) bids.
- c. Goods and services costing more than five thousand dollars (\$5,000.00) and up to the amount as set out in Local Government Code; Section 252.021 will require a requisition from the requesting department. Each department will be responsible for soliciting at least three (3) written bids and placing an order for the items as authorized by the city commission.
- d. Goods and services costing more than the amount as set out in Local Government Code; Section 252.021 will require a requisition from the requesting department and must be purchased in accordance with Local Government Code Chapter 252.

Section 3. Method of Buying; Emergency Purchase Order.

In those instances where an emergency purchase order is required to secure parts, service or repairs to restore equipment to operating condition, and the determination of the total charges cannot be made in advance of the procurement of the parts, service or repairs, an emergency purchase order authorization procedure shall apply.

The emergency purchase order authorization procedure is as follows:

- a. The requesting department will call the Purchasing Department for an emergency purchase order number.
- b. The Purchasing Department will complete an emergency purchase order authorization. The original may also be picked up at the Purchasing Department the same day.
- c. After obtaining the emergency purchase order number from the Purchasing Department, the requesting department may contact the vendor and authorize the purchase of deeded parts, maintenance service of combination thereof, issuing the emergency purchase order number to the vendor as the city's authorization for the product or service.

The original copy of the payment authorization form shall be attached to the vendor invoice and forwarded to the accounting department for prompt payment. The duplicate copy of the payment authorization form is to be maintained in the requesting department file as a permanent file record of the completed repair transaction. The emergency purchase order may not exceed the amount as set out in Local Government Code Section 252.021, and any amount in excess of five thousand dollars (\$5,000.00) must have final approval of the Finance Director and the City Manager.

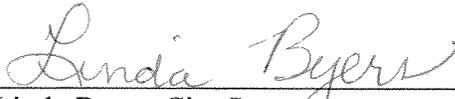
PASSED AND APPROVED on first reading this the 27th day of May, 2008.

PASSED AND APPROVED on second and final reading on this the 2nd day of June, 2008.



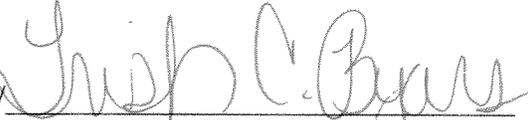
Jeff Bearden, Mayor

ATTEST:



Linda Byers, City Secretary

APPROVED AS TO FORM:

/s/ 

Trish C. Byars, City Attorney