

Purchasing at a Glance

Resources

- West Covina Municipal Code, Chapter 2, Article VII (Purchases & Sales), Divisions 1-3
- Purchasing Manual
- Forms: CityWide drive under Forms, Financee

New Vendors

- Requires W-9 and vendor request form
- City vendors are exempt from business licenses for city purchases

Contracts

- The City Manager is the only employee that can sign contracts, regardless of the dollar amount.
- Must be approved to form by City Attorney before execution
- Routed by City Clerk's office

Dollar Thresholds

\$5k or less

1 Quote or Invoice

Stamp with Account Coding & Signature

Approved by Department Head

\$5,000.01 to \$60k

3 Quotes

Expenditure Authorization OR Request for Payment Form

Approved by Finance Director

\$60,000.01 to \$200k

Informal Procedures (Bidding or RFP)

Expenditure Authorization OR Request for Payment Form

Approved by City Manager \$200,000.01 or more

Formal Procedures (Bidding or RFP)

Eden Requisition & Council Staff Report

Approved by City Council

Exemptions

Exemptions from Competitive Bidding

(Still requires prior authorization/form)

- Professional services
- Temporary work or services
- Sole source procurements
- Emergency purchases
- Piggybacking

Exemptions from Centralized Purchasing

- Licenses, advertising, damage claims
- Petty cash replenishment & refunds
- Postage & freight charges
- Charges to or from other government agencies
- Fuel and utilities
- Training and education

Weekly Check Run

All invoices should be either mailed or emailed (ap@westcovina.org) to Accounts Payable.

Invoices received
Tuesdays

Checks processed following week

Checks available for pick up by Thursday