



# 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

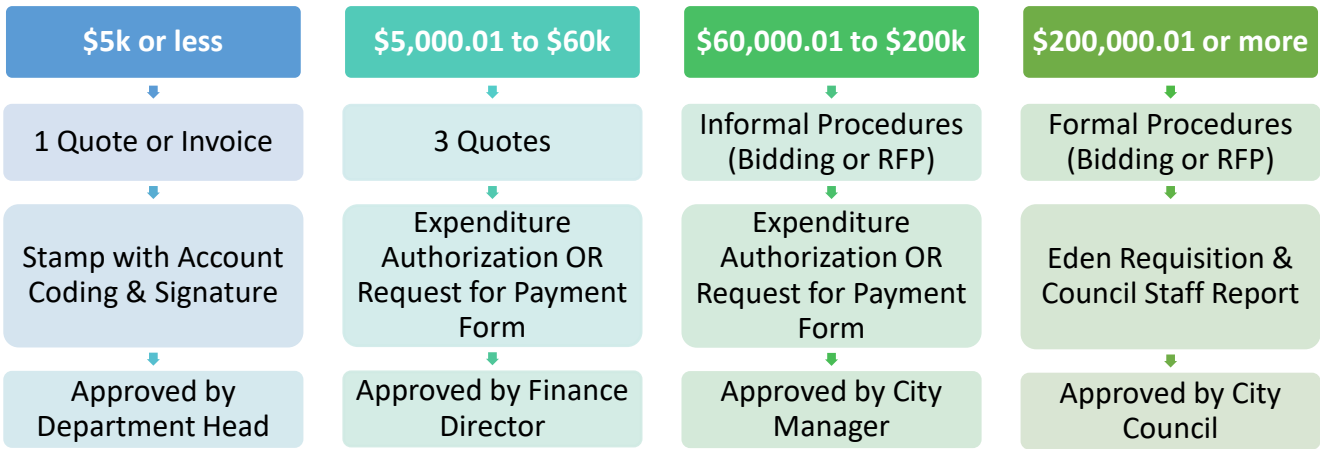
### New Vendors

- 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



## 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](mailto:ap@westcovina.org)) to Accounts Payable.

