CITY OF SAN ANTONIO

Administrative Directive	**A.D. 1.6 Purchasing Procedures**
Procedural Guidelines	Guidelines to ensure consistent and uniform purchasing procedures for all goods, non-professional and professional services contracts.
Department/Division	Purchasing and General Services Procurement Division
Effective Date	January 4, 1982
Revised Dates	March 1, 2001, Oct. 23, 2001, March 1, 2010
Project Manager	Paul J. Calapa, Purchasing and Contracts Administrator

Purpose

The purpose of this Administrative Directive (A.D.) is to establish uniform purchasing procedures for all goods, non-professional and professional services contracts.

Policy

Employees of the City of San Antonio shall conduct all procurement activity governed by this directive in compliance with federal, state, and local law as well as the rules and guidelines set forth by the Purchasing and General Services Department contained in this directive. Further, these City procurements will be conducted in a manner that safeguards taxpayer funds, promotes business effectiveness and efficiency, and advances opportunity for women, minority, and small businesses to participate in City contracting processes. Additional resource material is available in the **Procurement Policy and Procedures Manual**.

Policy Applies To

☐ External & Internal Applicants	☒ Current Temporary Employees
☒ Current Full-Time Employees	☐ Current Volunteers
☒ Current Part-Time Employees	☒ Current Grant-Funded Employees
☒ Current Paid and Unpaid Interns	☐ Police and Fire Academy Trainees
☒ Uniformed Employees Under Collective Bargaining Agreements	

Definitions	
Component Purchases	Purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
High Technology Procurement	The purchase of insurance or equipment, goods, or services of a highly technical nature, including data processing equipment and software and firmware used in conjunction with data processing equipment; telecommunications equipment, radio and microwave systems; electronic distributed control systems, including building energy management systems; and technical services related to those items.
Professional Services	Services that involve labor & skill that is predominantly mental or intellectual, rather than physical or manual; disciplines requiring special knowledge or attainment and a high order of learning, skill, and intelligence. Professional services include, but are not limited to: accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, or professional nursing.
Public Works Contracts	Contracts for the construction, alteration, repair, or renovation of a building, structure, road, highway, or other improvement or addition to real property.
Request for Proposals (RFP)	A competitive procurement process allowing the City to consider a variety of factors when selecting a party for award of a contract. RFP's may be used for the procurement of consulting and other professional services, except for architects, landscape architects, engineers, and land surveyors. The process includes soliciting proposals from respondents, then evaluating and ranking the proposals based upon predetermined criteria, which may include a cost component. Negotiations are then conducted to finalize a contract.
Request for Qualifications (RFQ)	The selection process for architectural, including landscape architectural, engineering, and land surveying services, as defined by the Professional Services Procurement Act set forth in Texas Government Code Chapter 2254. Qualification statements are solicited, then evaluated and ranked based upon demonstrated competence and qualifications. There is no request for a price proposal until the top ranked firm is selected. Negotiations are then conducted to finalize a contract.
Separate Purchases	Purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
Sequential Purchases	Purchases made over a period, of items that in normal purchasing practices would be purchased in one purchase.
Executive Leadership Team (ELT)	The City of San Antonio's Executive Leadership Team made up of the City Manager, Deputy and Assistant City Managers, the City Attorney, the Chief Information Officer, the Executive Assistant to the City Manager, Assistant to City Council, and Director of Communications and Public Affairs.

Team Leader	Executive Leadership Team (ELT) member having supervisory responsibility for the particular department.
Solicitation Process Responsibilities	
Director of Purchasing and General Services	The Director of Purchasing and General Services, or her designee, is responsible for the procurement of goods and non-professional services requiring expenditures of more than $3,000, except as otherwise stated herein, and for the formal procurement procedures set forth in Texas Local Government Code Chapter 252 for all goods and non-professional services that require expenditures of more than $50,000.
Director of Capital Improvements Management Services ("CIMS")	The Director of the CIMS Department, or his designee, is responsible for all procurements involving a public work, including, but not limited to design and construction.
Other Department Directors	The Director of each Department, or his/her designee, is responsible for the procurement of the following with respect to their specific department: 1. Solicitation process for goods and non-professional services in the amount up to and including $3,000, except for: a. Items covered by existing City Annual Contracts issued by the Purchasing and General Services Department; b. Insurance or high technology procurements; c. Purchases of outside printing services; and d. Payments for employee travel and/or training expenses. For correct procedures to follow, see A.D. 2.3, Travel Authorization & Expenses. 2. Solicitation process for professional services in the amount up to and including $50,000. 3. Solicitation process for professional services in an amount more than $50,000 in coordination with Purchasing and General Services.

Contract Signature Authority

No Council Approval Required.

The following City Officials may execute the following types of contracts without City Council approval, so long as funds for such contracts are provided for in the budget and the procurement complies with applicable law:

Director of Purchasing and General Services (and her designee)	Contracts for the purchase of goods and non-professional services in the amount up to and including $50,000;
Director of Capital Improvements Management Services ("CIMS") (and his designee)	Non-professional service contracts constituting a public work in the amount up to and including $50,000.
All Department Directors (and their designees)	1. Contracts for the purchase of goods and non-professional services in the amount up to and including $3,000, except for: a. Items covered by existing City Annual Contracts issued by the Purchasing and General Services Department; b. Insurance or high technology procurements; c. Purchases of outside printing services; and d. Payments for employee travel and/or training expenses. For correct procedures to follow, see A.D. 2.3, Travel Authorization & Expenses. 2. Contracts for the procurement of professional services in the amount up to and including $25,000.
Deputy City Managers, Assistant City Managers, and the Chief Information Officer	Contracts for the procurement of professional services in amounts of more than $25,000 up to and including $50,000.

Council Approval Required.

City Council approval is required for the procurement of all contracts governed by this Administrative Directive where the expenditure is expected to be more than $50,000.

Departmental Internal Controls

Internal controls are a system of policies and procedures designed to provide reasonable assurance of compliance with this A.D. Each department is responsible for implementing sufficient internal controls and review procedures. The following elements are the minimum internal control requirements for each department:

1. Written procedures shall be readily available.
2. Internal controls shall be established to ensure that there is proper segregation of duties.
3. Supervision shall be provided to assure that approved procedures are followed.
4. Procurement transactions are to be authorized and executed only by persons acting within the scope of their authority.
5. Vendor performance, related to the requirements set forth in the respective contract, shall be documented.

Budget Review and Approval

All procurements shall be reviewed and approved by the appropriate department personnel to assure that budgeted funds are available. Each department shall establish internal controls to assure that sufficient funds exist within its budget to cover its purchases. If sufficient funds are not available, the department should seek guidance from the Office of Management and Budget before proceeding with the purchase.

Disciplinary Actions

Any employee in violation of this Administrative Directive will be subject to disciplinary action as provided by the "Municipal Civil Service Rules of the City of San Antonio."

Procedures

This section of the A.D. is to serve as guide for the acquisition of goods, non-professional and professional service contracts, with the exception of those non-professional service agreements for a public work procured by the CIMS Department. For additional details on various procurement types and process steps, refer to the Procurement Policy and Procedures Manual.

I. Procedures for Goods & Non-Professional Services

A. Petty Cash (up to and including $100). Purchases for up to and including $100 may be made using Petty Cash. For Petty Cash procedures, refer to A.D. 8.5, dated March 1, 2007.

B. Purchasing Card (P-card) (up to and including $3,000). The purchasing card may be utilized for non-contract or non-inventory items. For P-card procedures, refer to V. Procedures for Purchasing Card (P-card).

C. **Departmental Purchase Order (up to and including $3,000)**	
Purpose	This section of the A.D. delegates the authority to departments to purchase goods and non-professional services costing up to and including $3,000. For anticipated frequent or recurring purchases, an annual contract should be created with the assistance of the Purchasing and General Services Department.
Exclusions	The following types of purchases may not be made with Departmental Purchase Orders: 1. Items covered by existing City Annual Contracts issued by the Purchasing and General Services Department; 2. Insurance or high technology procurements; 3. Purchases of outside printing services; and 4. Payments for employee travel and/or training expenses. For correct procedures to follow, see A.D. 2.3, Travel Authorization & Expenses.
General Guidelines and Requirements	1. The $3,000.00 cost limit on Department Purchase Order purchases includes all costs for the item or service, shipping or other accompanying charges. 2. Purchases shall not be "split" in order to stay under the $3,000 maximum allowed. Splitting is acquiring a single item or service costing more than $3,000 by using multiple purchase orders. **It is a violation of this Administrative Directive to use separate, sequential, or component purchases in a manner that violates state competitive bidding laws and laws related to Historically Underutilized Businesses. Separate, sequential, or component purchasing shall not be used to avoid the requirement to contact historically underutilized businesses when the expenditure would otherwise be more than $3,000 or to avoid formal competitive bidding when the expenditure would otherwise be more than $50,000.** 3. Departmental purchase orders shall be used for applicable purchases in an amount up to and including $3,000. 4. When using a Departmental Purchase Order, departments are responsible for determining and documenting that the price of the item or service is fair and reasonable in accordance with the procedures outlined in the Procurement Policy and Procedures Manual.
Review and Approval of Departmental Purchase Orders	All Departmental Purchase Orders shall be reviewed and approved by staff authorized by the department director (or designee). As a normal internal control, the person requesting the purchase order and the person authorized to approve the purchase order should not be the same individual. Also, individuals that are responsible for the actual receipt of the goods/services should not be authorized to approve the purchase.

Receipt of Goods or Services	Departments issuing a Departmental Purchase Order are responsible for the inspection and receipt of goods or services purchased with a Departmental Purchase Order. After the goods or services have been deemed acceptable, the department shall promptly acknowledge the receipt and forward the invoice with any required supporting documents to Accounts Payable for payment. The department is fully responsible for the resolution of any delivery or invoice discrepancies with the vendor.
D. Purchase Requisition (more than $3,000 up to and including $50,000)	
Requisition Process	A Purchase Requisition is used to request the purchase of goods and non-professional services. A Work Order/Issue Slip is used to request items from Central Services. For additional details on various procurement types, refer to the Procurement Policy and Procedures Manual. The department requesting the purchase is responsible for: 1. Preparing the Purchase Requisition in SAP or the Central Services Work Order/Issue Slip, available from the COSA Forms Net. 2. Obtaining department approval. 3. Submitting approved requisition to the Purchasing and General Services Department or Central Services.
Solicitation Process	1. The Purchasing and General Services Department is responsible for all purchases in this category. The Purchasing and General Services Department will determine the procurement method best suited on a case by case basis. 2. Exceptions to the Solicitation Process – The Purchasing and General Services Department may authorize exceptions to the solicitation process if appropriate circumstances exist. These circumstances may include sole source purchases and other exemptions from competitive bidding authorized by State law. The Department Director (or designee) requesting the exception should prepare a Certificate of Exemption from Competitive Bid or Proposal Requirements explaining the reasons for this request. If the exemption is a procurement of items available from only one source, an additional Sole Source Justification Form must be submitted. For emergency purchases, see Procedures for Emergency Purchases below.
Negotiation	The Purchasing and General Services Department is responsible for coordinating contract negotiations with the appropriate department for purchases in this category, when applicable.

Purchase Order	The Purchasing and General Services Department is responsible for executing and monitoring purchase orders in this category.
Receipt of Goods or Services	The Department issuing the requisition is responsible for the inspection and receipt of goods or services purchased pursuant to this section. After the goods or services have been deemed acceptable, the department shall promptly process a goods receipt. Departments are primarily responsible for the resolution of any discrepancies with the vendor. Departments may consult with the Purchasing and General Services Department for assistance, if necessary. Accounts Payable is responsible for matching the goods receipt, invoice and purchase order prior to making payment.
Purchase Order Monitoring	The Purchasing and General Services Department, in cooperation with the department issuing the requisition, is responsible for monitoring all purchase orders. The department issuing the requisition is responsible for timely notification to the Purchasing and General Services Department of any perceived problems with any purchase order.
Purchase Order Changes	The Purchasing and General Services Department is responsible for any changes to purchase orders. The department issuing the requisition is responsible for timely notification to the Purchasing and General Services Department of any changes that need to be made to purchase orders.
Performance Issues	The end user department is responsible for timely notification to the Purchasing and General Services Department if any problems are encountered with any contract and providing documentation of vendor's performance regarding contract requirements. The Purchasing and General Services Department and end user department are jointly responsible for handling contract performance issues for purchases. The Purchasing and General Services Department will issue any performance cure letters and termination letters that may be required.

E. Procurements of more than $50,000

The following process shall be used for all goods and non-professional services procurements where the value of the contract is expected to be more than $50,000.

Requisition Process	A Purchase Requisition is used to request the purchase of all goods and non-professional services. A Central Services Work Order/Issue Slip is used to request items from Central Services. For additional details on various procurement types, refer to the **Procurement Policy and Procedures Manual.** The department requesting the contract is responsible for: 1. Preparing the Purchase Requisition in SAP or the Central Services Work Order/Issue Slip, available from the COSA Forms Net. 2. Obtaining appropriate department approval. 3. Submitting the approved requisition to the Purchasing and General Services Department or Work Order/Issue Slip to Central Services.

Solicitation Process	1. All purchases in this category will be handled by the Purchasing and General Services Department in accordance with procedures required by State law. Purchasing and Contracts Administrators will determine the procurement method best suited on a case by case basis. 2. Purchasing and General Services will issue the solicitation and prepare the bid tabulations for Department recommendation. Department will be responsible for providing all funding information. 3. Exceptions to the Solicitation Process – The Purchasing and General Services Department may authorize exceptions to the solicitation process if appropriate circumstances exist. These circumstances may include sole source purchases and other exemptions from competitive bidding authorized by State law. The Department Director (or designee) requesting the exception should prepare a Certificate of Exemption from Competitive Bid or Proposal Requirements explaining the reasons for this request. If the exemption is a procurement of items available from only one source, an additional Sole Source Justification Form must be submitted. For emergency purchases, see Procedures for Emergency Purchases below.
Negotiation	The Purchasing and General Services Department is responsible for coordinating contract negotiations for purchases in this category with the appropriate department, when applicable.
City Council Approval	The Purchasing and General Services Department is responsible for preparing the Request for Council Action (RFCA) memo and obtaining City Council approval for purchases in this category, with assistance from the department issuing the requisition.
Contract Execution	The Purchasing and General Services Department is responsible for: 1. Obtaining the required signatures on at least one original and two copies of the contract. 2. Verifying that the contract is properly executed, dated and distributed. 3. Creating the contract in SAP. 4. Issuing the Purchase Order, with the exception of Annual Contracts.
Receipt of Goods or Services	The end user departments are responsible for the inspection and receipt of goods or services purchased. After the goods or services have been deemed acceptable, departments shall promptly process a goods receipt. Departments are primarily responsible for the resolution of any discrepancies with the vendor. Departments may consult with the Purchasing and General Services Department for assistance, if necessary. Accounts Payable is responsible for matching the goods receipt, invoice and purchase order prior to making payment.

Contract Changes	The Purchasing and General Services Department is responsible for any changes to contracts. The end user department is responsible for timely notification to the Purchasing and General Services Department of any changes that may need to be made to contracts.
Performance Issues	The end user department is responsible for timely notification to the Purchasing and General Services Department if any problems are encountered with any contract and providing documentation of vendor's performance regarding contract requirements. The Purchasing and General Services Department and end user department are jointly responsible for handling contract performance issues for purchases. The Purchasing and General Services Department will issue any performance cure notices and termination letters that may be required, after consulting with the appropriate department.
Contract Closeout	The Purchasing and General Services Department is responsible for closing out all contracts for purchases and maintaining contract files.

II. Procedures for Annual Contracts

Purpose	This section of the A.D. delegates the authority to departments to purchase goods and non-professional services using Annual Contracts established or approved by the Purchasing and General Services Department.
General Guidelines	1. Annual Contracts are agreements established to provide for recurring purchases from the same supplier for a specified period of time. The Purchasing and General Services Department establishes these contracts. Some Annual Contracts may be used by all departments; however, some may be used only by specific departments. 2. The Purchasing and General Services Department will maintain an Annual Contract listing of all current Annual Contracts accessible via the City's Intranet site. 3. The Purchasing and General Services Department is responsible for preparing the Request for Council Action (RFCA) memo, and obtaining City Council approval for purchases in this category.
Placing Orders Against Existing Annual Contracts	1. Annual contracts are established so that departments are permitted to order contract items directly from the applicable contractor(s). 2. Only those individuals who have been specifically given authorized SAP roles by their department may place orders against existing Annual Contracts and only those items specifically defined in the contract can be purchased as a part of the contract. Placing orders with other contractors that were **NOT** awarded any portion of an Annual Contract will be considered an unauthorized purchase.

Placing Orders Against Existing Annual Contracts	3. If the target quantity or value limits are exceeded, or the SAP contract needs to be released, the departments shall submit an e-mail request to the Purchasing and General Services Department to review and adjust the SAP contract accordingly.
Monitoring of Annual Contracts	The end user department is responsible for timely notification to the Purchasing and General Services Department if any problems are encountered with any contract and providing documentation of vendor's performance periodically regarding contract requirements. The Purchasing and General Services Department and end user department are jointly responsible for handling contract performance issues for purchases. The Purchasing and General Services Department will issue any performance cure letters or termination letters that may be required.
III. Procedures for Professional Services	
Solicitation Process	1. Procurements in an amount up to and including $50,000 The department requesting professional services will prepare, issue, and receive responses to an informal solicitation in accordance with the procedures outlined in the Procurement Policy and Procedures Manual. The department is responsible for complying with the Small Business Economic Development Advocacy Ordinance. 2. Exceptions to the Solicitation Process – The department's Team Leader may authorize exceptions to these procedures if special circumstances exist. These circumstances may include time restrictions, unusual nature of a specific project or service, or if an existing agreement warrants variation from directive. The department should prepare a memo of exception to their Team Leader explaining the reasons for this request. If the exception is approved, the Team Leader will sign the memo and the department should file the approved memo in the project file. For emergency purchases, see Procedures for Emergency Purchases below.
Negotiation	The department requesting the service is responsible for coordinating contract negotiations for procurements in this category. Assistance with negotiations may be provided by the Purchasing and General Services Department when requested.
Contract Approval	The department requesting the service is responsible for obtaining the approval of the department's Team Leader.
Contract Execution	The department requesting the service is responsible for proper execution and delivery of the contract.

Contract Amendment/Extension	1. If a contract amendment or extension in this category will cause the expenditure to be more than $25,000 up to and including $50,000, the department's Team Leader must approve and execute the amendment. 2. If a contract amendment or extension in this category will cause the expenditure to be more than $50,000, it is the department's responsibility to obtain City Council approval.

Procurements of more than $50,000

The following process shall be used for all professional services governed by this A.D., where the value of the contract is expected to be more than $50,000, with the exception of those professional service agreements procured by the CIMS Department.

Requisition Process	A Purchase Requisition is used to request the contracting of professional services. For additional details on various procurement types, refer to the Procurement Policy and Procedures Manual. The department requesting the contract is responsible for: 1. Preparing the Purchase Requisition in SAP or the Central Services Work Order/Issue Slip, available from the COSA Forms Net. 2. Obtaining appropriate department approval. 3. Submitting the approved requisition to the Purchasing and General Services Department.
Solicitation Process	1. Determination of Solicitation Type The department requesting the service will work with the Purchasing and General Services staff to determine the best type of solicitation for procuring the required professional services. The requesting department may utilize either the Request for Qualifications (RFQ) or the Request for Proposal (RFP) format depending upon the type of professional service required. Contact the Purchasing and General Services Department to determine the appropriate solicitation method for procuring specific professional services. 2. The RFP/RFQ Selection Process a. The department requesting professional services will work with Purchasing and General Services to prepare, issue, receive responses to an RFP/RFQ and conduct the evaluation process. The RFP/RFQ should be prepared using the RFP template provided by the Purchasing and General Services Department, modifying as needed for RFQ's.

Solicitation Process	b. Exceptions to the Solicitation Process – The City Manager's Office may authorize exceptions to these procedures if special circumstances exist. These circumstances may include time restrictions, unusual nature of a specific project or service, or if an existing agreement warrants variation from directive. The department requesting the service should prepare a memo of exception to their Team Leader explaining the reasons for this request. If the exception is approved, the Team Leader will sign the memo and the department should file the approved memo in the project file. For emergency purchases, see Procedures for Emergency Purchases below.
Negotiation	The department requesting the service is responsible for contract negotiations for procurements in this category. Purchasing and General Services is available to assist in negotiations.
Contract Approval	The department requesting the service is responsible for contract drafting, preparing the RFCA item and obtaining City Council approval to award the contract to the selected offeror. Purchasing and General Services staff is available to assist with contract approval.
Contract Execution	After obtaining the required approval, the department requesting the service is responsible for proper execution and delivery of a contract resulting from the procurement in this category.
Contract Amendment/Extension	The department requesting the service is responsible for contract amendments whenever there is a change in any terms and conditions of the contract (i.e. contract amount, due dates, performance requirements). The department is also responsible for contract extensions to exercise any renewal provisions of the original contract or to allow additional time for performance of the contract. Contract extension should be completed prior to the expiration of the original contract.

IV. Procedures for Emergency Purchases

Purpose	This section of the A.D. establishes procedures for the use of emergency purchases to procure goods or services, other than those constituting a public work, needed by the City to respond to an emergency situation.
Definition	An emergency purchase is defined as: 1. a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality; or 2. a procurement necessary to preserve or protect the public health or safety of the municipality's residents; or 3. a procurement necessary because of unforeseen damage to public machinery, equipment, or other property; and 4. which, due to circumstances beyond the City's control, must be procured immediately and without following established procurement procedures.

Procedures	There are separate procedures to be followed for emergencies occurring during regular working hours and those occurring at all other times. 1. **During regular working hours (Monday through Friday, 7:45 a.m. to 4:30 p.m.)**, all emergency purchases are to be handled through the Purchasing and General Services Department. It will be left to the discretion of the Purchasing and General Services Department to either handle the purchase directly or to delegate authority to the requesting department. If the purchase is of more than $50,000, the department director (or designee) requesting the purchase is responsible for obtaining the approval of the Purchasing Director, the Team Leader, and the City Manager prior to the purchase. A copy of the approvals shall be forwarded to the Purchasing and General Services Department. 2. **After regular working hours and on weekends or holidays**, the following procedures shall apply: a. Emergency purchases may be authorized by the department director (or designee) requiring the purchase, and confirmed by transmitting a purchase requisition noted as an "EMERGENCY" to the Purchasing and General Services Department. The requisition should be submitted no later than noon of the next normal workday, along with a brief, but complete, explanation of the emergency and justification for the procurement action taken. The purchase requisition and explanatory information shall be approved by the initiating department director (or designee). b. Within one working day after the emergency procurement, the department shall notify the City Manager in writing of procurement actions taken. A copy of the notification shall be forwarded to the Purchasing and General Services Department. 3. **All emergency purchases costing more than $50,000** must be ratified by the City Council. The end user department shall prepare the Request for Council Action (RFCA) memo to ratify the contract and authorize payment. The department shall include a copy of the signed Certificate of Exemption in the RFCA packet. This ratification shall occur at the first possible scheduled City Council meeting after the emergency procurement has occurred. All ratifications require the approval of the Purchasing and General Services Director, the Team Leader and the City Manager.
Responsibility	The requesting department director (or designee) shall be responsible for determining the validity of an emergency purchase request and shall be held fully accountable for any actions requested or subsequently taken to procure emergency goods or services.

V. Procedures for Purchasing Card (P-Card)

Purpose	This section of the A.D. establishes uniform rules for the City's Purchasing Card. It is intended to ease the administrative burden for "small dollar" purchases that are not on an annual contract. A P-Card is a "bank card" used by authorized City employees to acquire specific goods and services. The rules and guidelines that govern the use of a Purchasing Card are administered and communicated by the City of San Antonio Purchasing and General Services Department.
General Guidelines	1. The purchasing card is utilized for non-contract or non-inventory items. The card may **NOT** be used for: a. Materials and Services under an existing annual contract b. Transportation (commuter/public) c. Automobile & Truck Dealers (excluding Parts & Service Departments) d. Professional Services e. Dine In Restaurants (catering services are allowed) f. Travel – Hotel or Airfare 2. Each cardholder has been provided a single dollar transaction limit, none of which is more than $3,000, and a monthly cumulative dollar limit. 3. Purchases shall not be "split" in order to stay under the assigned limits. Where it is obvious a purchase was "split" to stay under the assigned limit, the Department Director must submit a memo to the P-Card Program Administrator describing the reason for the "split" and action taken to limit future splitting. 4. Only specifically authorized materials and services may be purchased with a P-Card. 5. The P-Card shall not be used to circumvent existing City of San Antonio purchasing policies and guidelines. If recurring purchases of the same service or commodity will be made through out the fiscal year, contact the Purchasing and General Services Department about creating an annual contract for that good or service. **The P-Card shall not be used to make component, separate or sequential purchases in violation of State law.** 6. Purchase orders may still be required for certain purchases. Contact the Purchasing and General Services Department to see if an item is on an annual contract. 7. A memo from the Department Director addressed to the Purchasing and General Services Director must be created in order to obtain a Purchasing Card for the first time. 8. In an emergency situation, as determined by the Purchasing and General Services Director, the restrictions placed on the use of purchasing cards may be waived. The Purchasing and General Services Director may also raise the transaction dollar limits.

Attachments	
Acknowledgement Form	Attachment A

This directive supersedes all previous correspondence on this subject and revises AD 1.6 Purchasing Procedures.

Information and/or clarification may be obtained by contacting Purchasing and General Services, Purchasing Division at 207-7260.

Janie B. Cantu, C.P.M.
Purchasing and General Services Director

4-10-10
Date

Approved by:

Penny Postoak Ferguson
Assistant City Manager

4/10/10
Date

Approved by:

Sheryl Sculley
City Manager

4-10-10
Date

CITY OF SAN ANTONIO

EMPLOYEE ACKNOWLEDGMENT FORM
FOR

ADMINISTRATIVE DIRECTIVE 1.6
Purchasing Procedures

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 1.6, Purchasing Procedures. I understand if I should have any questions I should contact my Human Resources Generalist.

_____	_____
Employee Name (Print)	Department
_____	_____
Employee Signature	SAP ID #