

**RESOLUTION G2018-11**

**RESOLUTION AMENDING RESOLUTION G2015-14 RESOLUTION ADOPTING  
A PURCHASING POLICY FOR SYMMES TOWNSHIP**

**WHEREAS**, various purchasing authorization policies have been adopted by the Board of Trustees of Symmes Township, Hamilton County, Ohio, over the years;

**WHEREAS**, the Township Administrator has asked the Board to update the current Township's purchasing process so that procedures are logical and smooth; and

**WHEREAS**, the Board of Trustees of Symmes Township, Hamilton County, Ohio amended the policy on April 1, 2008 (Resolution G-0817) and again on April 7, 2015 pursuant to Resolution G2015-14; and

**WHEREAS**, the Board of Trustees, Symmes Township, Hamilton County, Ohio, has reviewed the new Purchasing Authorization Process and Process for Warrants, Purchase Orders and Blanket Purchase orders provided by the Township Administrator; and

**WHEREAS**, the Township Administrator recommends the adoption of this new policy in order to ensure that proper documentation is provided before the expenditure of public funds.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Symmes Township, Hamilton County, Ohio:

- Section 1.** The Symmes Township Purchase Authorization Process and the Process for Warrants, Purchase Orders and Blanket Purchase Orders appended hereto and incorporated herein as Exhibit "A," is hereby adopted as the purchasing policy for ("Purchasing Policy").
- Section 2.** The Purchasing Policy shall replace and supersede any other formal or informal practice or procedure now in place with regard to administrative purchasing.
- Section 3.** The Purchasing Policy shall be reviewed annually.
- Section 4.** Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.
- Section 5.** This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

**Section 6.** Finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committee that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio Revised Code §121.22, except as otherwise permitted thereby.

**ADOPTED FEBRUARY 6, 2018 – RESOLUTION G2018-11**

Vote Record: Mr. Bryant \_\_\_\_\_ Mr. Beck \_\_\_\_\_ Ms. Leis \_\_\_\_\_

**BOARD OF TOWNSHIP TRUSTEES:**

\_\_\_\_\_  
Kenneth N. Bryant, President

\_\_\_\_\_  
Philip J. Beck, Vice-President

\_\_\_\_\_  
Jodie L. Leis, Trustee

**ATTEST:**

\_\_\_\_\_  
Carol A. Sims, Fiscal Officer

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Kevin McDonough, Law Director

# EXHIBIT A

## SYMMES TOWNSHIP PURCHASE AUTHORIZATION PROCESS AND PROCESS FOR WARRANTS, PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

1. All items to be purchase or service performed must be requested on the “Symmes Township Purchase Requisition” form. Each request must be reviewed and approved by a Department Head before submission of the form to the Fiscal Officer.
2. All information requested on the Purchase Requisition form shall be completed at the time of order, purchase or service. Personnel completing the form will make certain that all pertinent information is provided.
3. Credit cards, which are maintained in a secured area, will only be provided to an employee having an approved Purchase Requisition form. A credit card may only be signed out by the Township Administrator, Director of Public Works or Fiscal Officer. Credit card must be returned on the same day – no exceptions. Receipt must be presented and attached to the approved Purchase Requisition form. The “sign-in/sign out” sheet will be submitted to the Fiscal Officer on a monthly basis for reconciliation purposes.
4. All purchases under \$1,500.00 must be submitted through the Purchase Requisition process and approved by the Township Administrator. Authorization for payment of these purchases will be through a Blanket Purchase Order issued by the Fiscal Officer as necessary. Examples of these purchases include (but not limited to):
  - a. Office supplies
  - b. Maintenance supplies
  - c. Routine tools and supplies for Service Department
  - d. Routine tools and supplies for cemetery maintenance
5. All purchases over \$1,500.00 must be submitted through the Purchase Requisition process and approved by the Board at a public meeting. Completion and submission of form to the Fiscal Officer is required prior to placement on the Board’s agenda. Upon Board approval, a Purchase Order will be processed by the Fiscal Officer and payment remitted upon verification of completion and receipt of the invoice.

6. The Director of Public Works and the Fire Chief shall be authorized to spend up to \$750.00 through the Purchase Requisition Process without the Township Administrator's signature. Any purchases between the \$750.00 and \$1,500.00 shall require the signature of the Township Administrator. The Fiscal Officer shall be authorized to spend up to \$1,500.00 without the Township Administrator's signature.
7. Whenever there is a question that expenditure does not comply within the emergency purchasing guidelines, said expenditure shall be submitted to the Board and approved at a public meeting. Upon Board approval, a Purchase Order will be processed by the Fiscal Officer and payment remitted upon verification of completion and receipt of the invoice.
8. Invoices received by the Fiscal Officer shall be matched with the appropriate Purchase Requisition forms and processed for payment. No invoice will be paid without the proper documentation. Only original invoices will be accepted. A facsimile copy will be processed only upon an explanation of why the original invoice is not available.
9. Examples of expenses which do not require a purchase requisition and whose payment will be remitted upon receipt include (but not limited to):
  - a. Payroll and related taxes
  - b. Utilities
  - c. Fire/EMS, police contracts
  - d. Dispatch fees
  - e. Legal fees
  - f. Insurance
  - g. Gasoline – Township/Police
  - h. Lighting districts
  - i. Contracts
10. The Fiscal Officer will advise the Township Administrator of any discrepancy between the submitted Purchase Requisition and vendor invoice before payment is made.
11. Expenditures not authorized through the above procedures will not be certified for payment by the Fiscal Officer.

12. Warrants and purchase orders for Symmes Township shall be signed using a facsimile machine. Signatures shall be placed on warrants and purchase orders at the time of processing.
13. Facsimile signatures are activated through the Township Fiscal Officer's computer. Upon completion of warrant run, designated Staff shall match invoices with warrants. No warrant shall be released for payment until documentation is presented and reviewed. Staff shall complete the "Certification of Warrants". The Township Fiscal Officer shall complete the "Certification of Warrant Release". Completed forms shall be filed for audit purposes.
14. All blanket purchase orders for Symmes Township shall be signed manually by the Township Fiscal Officer.
15. Warrants for vendors shall be processed in conjunction with Board meetings, Pay Period Schedule or as determined necessary by the Township Fiscal Officer. A listing of these warrants shall be distributed to each Trustee for review and approval at a Board meeting.