

TOWN OF ELLINGTON

Policies & Procedures

PURCHASING AND FINANCIAL CONTROLS

1. All departments, boards and commissions shall be required to submit to the Finance office purchase order requests. Purchase order requests will be required for all purchases over five thousand (\$5,000) dollars.

Purchase order requests are then checked against stated account numbers/balances. If funds are available, the purchase order is prepared. If there are not sufficient funds or the account number is not appropriately indicated, the Finance Office shall return the request to the department, board or commission.

Each purchase order request shall be sent via email to the Finance Officer and Assistant Finance Officer with the following information:

- Quote if applicable
- Vendor Information (Name, Address, Phone Number)
- Dollar Amount
- Account Number

For those departments, boards and commissions that need to purchase emergency items on the weekend, the Finance Office must be contacted on the following Monday in order to prepare a purchase order.

Purchase orders shall be encumbered in the accounting system to assure authorized appropriations are not exceeded.

2. All vendors will be required to send statements and invoices to the Finance Office unless a Department is given written permission by the Finance Officer to have statements and invoices sent directly to the individual department's attention.
3. Utility invoices shall be sent to the Finance Office for payment as soon as boards, commissions and departments receive them.
4. For any purchase estimated at twenty-five thousand dollars (\$25,000) or more, the Finance Officer shall invite sealed bids unless the Board of Selectmen shall decide it to be against the best interest of the Town (Sections 1111 of the Town Charter). Should the bidding procedure be waived, all quotations or proposals submitted should be recorded. The reason for waiving the bidding procedure and the awarding of a contract or purchase to a vendor shall be recorded in the minutes of the Board of Selectmen. (Note: \$25,000 threshold does not match the Town Charter Section 1111, however it does match the Town Code Section 28-1 and it is the threshold set by the State of CT State Statute 7-148v and therefore, is applicable to this policy).

For Contracts/Purchases that Fall Under the RFP/Bid Process:

1. The Department Head shall provide the Finance Office with RFP specifications, deadlines, and name of Project Coordinator for review.
2. The Finance Office shall prepare a legal notice and final RFP documents.
3. The Project Coordinator shall hold the mandatory pre-bid meeting.
 - a. All changes shall be made in the form of addendums.
4. The Finance Office shall receive bids/proposals and shall hold until the public bid opening.
5. The Finance Office shall prepare a bid tabulation and will work with the Department Head/Project Coordinator to determine the recommendation to be submitted by the Finance Officer to the First Selectman; the First Selectman will add the item to the Board of Selectmen agenda for review/approval.
6. The Board of Selectmen shall act upon the information provided and award the contract or approve the purchase.
7. The Finance Officer will prepare the contract for the First Selectman's signature.
8. Copies of the fully executed contract will be provided to the vendor, the Department Head, the First Selectman's Office and the Finance Office.

5. Disposal of Surplus or Obsolete Property:

This procedure is for the disposition of property, other than real estate, which is surplus to the needs of the Town. Employees, former employees or related organizations shall not receive any preferential treatment in the disposal or Sale of Town surplus materials.

The Finance Officer is responsible for the administration of this procedure. The Finance Officer shall coordinate the disposition of surplus property, and shall aid the Board of Selectmen in determining the best method of disposal. The Finance Officer shall dispose of the property in the manner specified and shall ensure that the proper fund is credited with any resulting proceeds.

Surplus is defined as any tangible personal property owned by the Town, which is not needed at present, or for the foreseeable future, or that is no longer of value or use to the Town. Items included are those found, purchased or received as gifts.

The head of any using department may declare supplies or equipment held by such department to be surplus. Such declaration shall be in writing and the written declaration shall be delivered to the Finance Officer, who shall maintain a written inventory for circulation to, and review by each using Town department. If any using department has use of such property, the using department may request reassignment of such property from the Finance Officer. The Finance Officer shall have the authority to assign the property to the using department best able to make use of such property, after the inventory has been circulated once, the property shall be deemed surplus.

The Finance Officer will recommend to the Board of Selectmen the means to dispose of the surplus. A formal motion from the Board of Selectmen is required for equipment estimated over \$5,000 and all vehicles regardless of their estimated value. The Finance Officer shall have the authority to exchange, trade, sell, or recycle any items estimated under \$5,000 without Board of Selectmen approval.

6. Deposits shall be submitted to the Finance Office on the Thursday of each payroll week. These deposits shall be confirmed by the Accounting Specialist or Administrative Assistant and the Assistant Finance Officer. The armored service contracted by the Town of Ellington shall transport said deposit to the Town's bank and the Assistant Finance Officer shall send each department the bank confirmation of said deposit.
7. Payroll is to be approved and submitted by Department Supervisors on Monday no later than noon of each payroll week.
8. Accounts Payable items must be submitted by Tuesday at noon of the non-payroll week for bi-weekly accounts payable check runs. Accounts Payable items must include original invoice if applicable, appropriate charge code and Department Supervisor signature. Reimbursements must include all applicable documentation for the reimbursement. Mileage Reimbursements must be submitted at least monthly and include Mileage Reimbursement Request Form, MapQuest with mileage, along with up to date insurance/license documentation. The Town will not reimburse for purchased gift cards. The purchase of gift cards on a Town account is prohibited.
9. Should the Finance Officer observe any departure from Purchasing Procedure/Financial Controls described above, he/she shall report said departure to the Board of Selectmen Auditing Committee for disposition.

BOS Approved: 08/22/94
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