

Ordinance Type	Purchasing	Date Adopted	June 28, 2006
Ordinance Number & Title	4000 - Purchasing and Payments	Date Amended	August 23, 2017

4000.00 Procurement of Supplies and Equipment

The District shall purchase supplies and equipment, approve contracts, including public works contracts, and authorize other expenditures pursuant to the District’s procurement policy, as the same may be amended from time to time the District Board of Directors.

4000.01 Payments of Invoices

The District shall make payments to its suppliers, service providers, contractors, and consultants upon receipt of an invoice with the proper purchase order number indicated thereon, when applicable, and containing a detailed description of the supplies, materials, equipment, or services provided, and related amounts charged therefor, to the District. The General Manager may adopt rules and procedures to implement the prompt payment of invoices.

4000.02 Petty Cash Purchases

Purchases of supplies and services may be made from petty cash funds without issuance of a purchase order. The amount of funds is limited to \$100.00 per request. All receipts and any cash over the amount of purchase shall be promptly returned to the Accounting Department.

4000.03 Reporting

Each month, the General Manager shall provide the Board of Directors, at a regularly scheduled Board Meeting, a detailed report of all payments made in the month prior to the Board meeting.

Revision History:

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
8/23/17	Revise section 4000.00, 4000.01 and 4000.03 per Ord. 4100	Donna Silva