

City of Waco

A. Statement of Purpose

This policy establishes controls/guidelines and provides instructions for the appropriate use of check requisitions.

B. General Policy

A check requisition is to be used to authorize payments for budgeted expenditures not requiring a purchase order or the use of petty cash.

A check requisition shall not be used to circumvent the Purchasing policies or bidding requirements. All reasonable efforts must be made to utilize the purchase order system before completing a check requisition.

C. Procedures

A check requisition may be used for the following reasons:

- Dues and memberships
- Travel and conference/seminar expenses
- License fees
- Lease payments
- Contract payments for approved contracts on file
- Books, manuals, tapes, etc obtained from conferences/seminars or associations
- Subscriptions to periodicals
- Training or training materials
- Purchases from companies or agencies who do not honor purchase orders. Caution: Bids must be obtained if dollar amounts are within the policy guidelines and must be attached to the check requisition.
- Prepaid orders
- Replenishment of petty cash
- Insurance premiums or claims
- Legal expenses
- Tuition reimbursements
- Utilities services
- Directory Advertising

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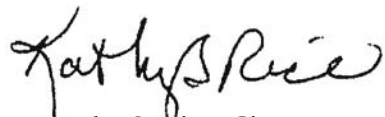
- Postage/mail services

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- Miscellaneous refunds
- Other expenses as authorized by the City Manager's Office or the Finance Director.

Complete the check requisition form as completely as possible.

1. Describe the item or service purchased, list its cost, and the account number to which it will be charged.
2. Check appropriate box for funds availability.
3. Obtain the Department Manager's or designee's approval whose budget account will be charged on amounts up to \$15,000.00. Amounts over \$15,000.00 require the approval of the City Manager's office.
4. Department Managers shall not approve expenditures out of another department's account.
5. Persons approving check requisitions shall ensure that check requisitions are not being used to circumvent local purchasing policies, City Charter, or State of Texas bidding laws.
6. Submit the completed request to Finance, one request per payee attaching original invoices, letters, bids, or any other supporting documentation. If the request is for applications, registrations, or subscription forms, please make an additional copy of the forms to be mailed to the payee.
7. Indicate whether you wish check to be forwarded to payee, to requestor, or held for pickup in the Finance Department.
8. The Finance Department will verify that the check requisition was completed properly. If the check requisition is not complete, or has incorrect approval signatures, then the check requisition will be returned to the department for further action.
9. The Finance Department processes checks on a weekly basis. Special checks may be processed when they are needed on an emergency basis.



Kathy S. Rice, City Manager
October 23, 2001