



## Rivergrove Water District Procurement Policy

### Policy Brief & Purpose

The purpose of this policy is to ensure the Rivergrove Water District obtains the highest quality of desired goods and services at the best possible price. Further, this policy is designed to streamline the process of procurement while maintaining adequate controls. This policy applies to all District employees, volunteers, and anyone who has permanent or temporary involvement in the procurement process.

### Scope

The General Manager serves as the sole procurement official for all goods and services for the District. District employees are not authorized to procure goods and services without the prior approval of the General Manager. No employee will purchase goods or services from a company they have a vested interest in.

### Policy Elements

Careful selection of vendors will be done to ensure the best possible price, quality, and delivery time available within the market is obtained. A list of suitable vendors (the list of pre-qualified vendors) for each type of goods and services based on letters of introduction and past performance shall be maintained. This list shall be reviewed and updated periodically to ensure current known factors are taken into consideration. In the interest of ensuring quality, reliability, and timeliness, the General Manager may establish purchase agreements or contracts with known vendors utilized in the past.

Employees must submit a written requisition to the General Manager and show the following detailed specifications:

- a. Description of Item
- b. Justification
- c. Quantity
- d. Cost
- e. Supplier
- f. Purchase/Delivery dates and locations

The General Manager will approve the request and *may* authorize the employee to obtain the goods and services. The employee will make all procurements under the name of the **Rivergrove**

**Water District** and will not use a personal name at any time. The District address and office phone number will be given for contact information.

It is the responsibility of the person who conducts the transaction to verify the following, whether they physically collect the goods procured:

- a. The correct item to include quality and quantity ordered and received.
- b. The price of the good(s) is as agreed.
- c. The good(s) have been inventoried (as required) and records appropriately updated.
- d. The delivery statement is checked, signed, and forwarded to the General Manager to await the invoice.

The General Manager will process payment for all invoices in accordance with the contractual terms between the vendor and the Rivergrove Water District and in reference to the financial policies of the District. One Board Commissioner, normally the Treasurer, will review each invoice processed for payment each month. Monthly financial reports will be generated at the end of each month to document all account payable transactions.



Janine Casey

General Manager

Rivergrove Water District