



# City of Killeen

## Legislation Details (With Text)

<b>File #:</b>	RS-16-115	<b>Version:</b>	1	<b>Name:</b>	Update Purchasing Manual
<b>Type:</b>	Resolution	<b>Status:</b>	Passed		
<b>File created:</b>	9/2/2016	<b>In control:</b>	City Council		
<b>On agenda:</b>	9/27/2016	<b>Final action:</b>	9/27/2016		
<b>Title:</b>	Consider a memorandum/resolution approving an update to the City of Killeen Purchasing Manual.				
<b>Sponsors:</b>	Purchasing, Support Services Department				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. Council Memorandum, 2. Purchasing Manual - Updated				

Date	Ver.	Action By	Action	Result
9/27/2016	1	City Council	Approved	Pass
9/20/2016	1	City Council Workshop		

Consider a memorandum/resolution approving an update to the City of Killeen Purchasing Manual.

### AGENDA ITEM

#### Approval of the City of Killeen Purchasing Manual

### ORIGINATING DEPARTMENT

#### Support Services

### BACKGROUND INFORMATION

The City of Killeen Purchasing Manual ensures that the City staff complies with requirements listed in the Texas Local Government Code and the City Charter. Staff published the current Purchasing Policy in October 2014. Support Services requested and consolidated feedback from City departments and generated an updated Purchasing Manual dated October 2016.

### DISCUSSION/CONCLUSION

The attached updates and clarifies processes in the following areas:

- Obtaining Goods and Services
- Legal Requirements
- Purchasing Thresholds
- Competitive Procurement Process
- Professional Services
- Emergency Purchases
- Accountability of Fixed Assets

Disposal of Equipment  
Procurement Card (P-Card) Program  
Sam's Club  
Historically Underutilized Businesses (HUB)  
Three-quote Exemptions  
Sole/Single Source Justification  
State Cooperative Purchasing Procedures

## **FISCAL IMPACT**

There is no direct fiscal impact as a result of publishing the updated Purchasing Manual.

## **RECOMMENDATION**

Staff recommends that the City Council approve the updated Purchasing Manual dated October 2016.