

Economic Development Corporation

Purchase Policy

July 11, 2018

PURPOSE: To establish internal controls that deter fraud, waste, and abuse of public funds, and ensure that every expenditure is justified by a public purpose and in accordance with established priorities as required by the City of Converse Ordinance #212 as amended May 4, 2010, creating the Economic Development Corporation, the Corporation By-Laws, and its Articles of Incorporation.

RESPONSIBILITY: The Executive Director of the Corporation is responsible for all public resources. That individual is held accountable by the Board of Directors, who are in turn held accountable by the City Council and citizens of Converse, for employing public resources toward quality economic development programs. Staff personnel subordinate to the Executive Director are responsible for compliance with established policies and for the efficient use of public funds to the extent of their delegated authority.

PROCEDURES:

The Board reserves the right to approve contracts for the purchase of Legal, Professional, Administrative and Financial Services, and all other goods and services with a cost of \$50,000.00 or more. The Executive Director is authorized to acquire legal and professional services within these Legal and Professional Contracts, up to the limits of budget allocations, or outside these contracts providing the service cost is \$50,000.00 or less. For all other goods and services with a cost of \$50,000.00 or more, the Executive Director will prepare bid specifications, publish the request, conduct bidders conferences as necessary, receive bids, and prepare a recommendation to the Board of Directors. The Board of Directors then may honor the recommendation, choose an alternative, or reject all bids.

The Executive Director is delegated the authority to approve all contracts and purchases with a cost of up to \$50,000.00. A letter will be used to award contracts or make purchases with a cost of \$50,000.00 or more. A Purchase Order will be used for ordering all other goods and services except recurring monthly utilities, and the professional service contracts. A letter shall be used for all purchases until said Purchase Order System is adopted.

When required by the Texas Local Government Code under Chapters 501 and 505, the EDC will seek approval by the City Council for its Projects.

Travel, meals and entertainment for members of the Board of Directors, along with the Executive Director, shall have a quarterly allowance of \$300.00, in the aggregate, to be used in a discretionary manner for travel, business meal and entertainment expenses incurred in promoting the programs of the Economic Development Corporation. Original receipts, in sufficient detail to warrant the expenditure, shall be presented to the Executive Assistant for payment processing. The receipts shall become the property and record of the Economic Development Corporation. Any single expenditure greater than \$1,250.00 must be pre-approved by the Board of Directors.

The Executive Director is authorized to delegate to the remaining corporate support staff the authority to sign purchase orders, approve purchases of goods and services with a cost of \$500.00 or less and approve budget transfers not to exceed \$1250.00. Blanket Purchase Orders are prohibited.

ACCOUNTABILITY:

The corporate support staff is accountable to the Executive Director for their purchasing decisions. The Executive Director compares invoices to purchase orders when accounts are paid to ensure the products delivered and billed match the order, and that the order was reasonable and necessary in view of ongoing project work. The person signing the purchase order is held accountable for ensuring purchases are free from fraud, waste and abuse and are in support of established priorities.

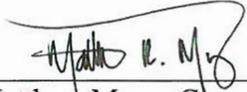
The Executive Director is accountable to the Board of Directors for all purchases. The Executive Director shall keep the Board of Directors informed of work in progress and major purchases, and stand ready to explain purchasing actions during review and approval of the monthly financial statements. The Board approved monthly financial statements shall be presented to the City Council for their review.

PASSED AND APPROVED this 10th day of July 2018.



Marc Gilbert, President

ATTEST:



Matthew Moog, Corporate Secretary