



Purchasing at a Glance

Resources

- West Covina Municipal Code, Chapter 2, Article VII (Purchases & Sales), Divisions 1-3
- Purchasing Manual
- Forms: CityWide drive under Forms, Finance

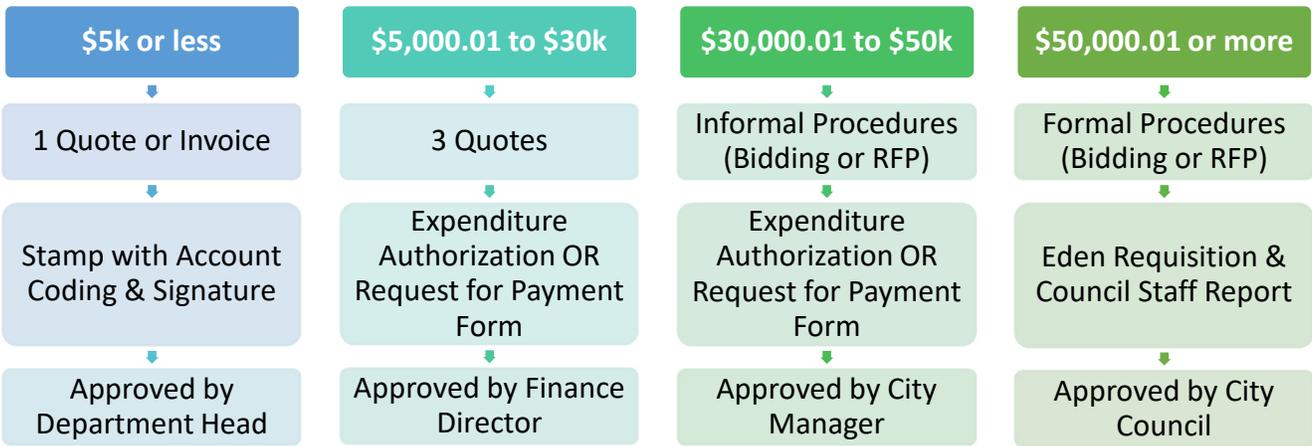
New Vendors

- Requires W-9 and vendor request form
- City vendors are exempt from business licenses for city purchases

Contracts

- The **City Manager** is the only employee that can sign contracts, regardless of the dollar amount.
- Must be approved to form by City Attorney before execution
- Routed by City Clerk's office

Dollar Thresholds



Exemptions

Exemptions from Competitive Bidding

(Still requires prior authorization/form)

- Professional services
- Temporary work or services
- Sole source procurements
- Emergency purchases
- Piggybacking

Exemptions from Centralized Purchasing

- Licenses, advertising, damage claims
- Petty cash replenishment & refunds
- Postage & freight charges
- Charges to or from other government agencies
- Fuel and utilities
- Training and education

Weekly Check Run

All invoices should be either mailed or emailed (ap@westcovina.org) to Accounts Payable.

