Procurement Performance Audit -

Internal Controls, Policies, and Procedures

Submitted to:

Mayor Ben Walsh

And

Hon. Members of the Syracuse Common Council

October 25, 2022

Nader P. Maroun

City of Syracuse Auditor

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INTRODUCTION:

On June 8, 2022, the Office of the City Auditor initiated an Audit of the City of Syracuse Department of Finance Procurement policies, procedures, and internal controls **(see Appendix A**). The memorandum sent on June 8, 2022, formally announced a Performance Audit into the City of Syracuse Procurement policies per the Syracuse City Charter Chapter 5, Section 5-501 #4. The time frame used for this performance audit is January 2018 through June 2022.

The management of the City of Syracuse, New York, is responsible for the City's financial affairs and for safeguarding its resources. This responsibility includes establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that resources are safeguarded against loss from unauthorized use or disposition; that transactions are executed in accordance with management's authorization and are properly recorded; that appropriate financial records are prepared; that applicable laws, rules and regulations are observed; and that appropriate corrective action is taken in response to audit findings.

This report is intended solely for the information of the Mayor, Common Council and involved departments of the City of Syracuse, New York, yet it is understood to be a matter of public record and its distribution is not limited. Further information regarding this audit is available in the Office of the City Auditor upon request. The Office of the City Auditor would like to thank the personnel who assisted and cooperated with us during the audit.

BACKGROUND INFORMATION:

Prior to July 1, 2015, the City of Syracuse used a software program called ACS, it was the accounting program the City used for accounting financials. The accounting software program was well over 25 years old, and the City recognized that potentially, this system would no longer be upgraded and ultimately the City would need to pursue other financial accounting options.
When purchasing goods or services for any department, prior to July 2015, the initial steps were followed:

1. A staff member filled out a "Requisition Request" that had the name, address, amount to be used for the item(s) being purchased, contract number, ordinance number associated with the purchase, account number being charged, and if and annual purchase order, the total amount to be used throughout the year.

2. These forms would be delivered to the Fiscal Officer of that department, who would then review the forms and attach additional paperwork for accuracy if necessary.

3. The Fiscal Officer would then enter this information into the ACS system for the Purchase Department to create a Purchase Order or an Annual Purchase Order.

4. Invoices would be sent to the Departments for payment. The Department would stamp the invoice "date received" and attach the invoices to the Purchase Order or Annual Purchase Order with the amount to be paid.

5. The Department then sent the paperwork to the Bureau of Accounts to be paid.

The City of Syracuse researched different software programs to replace the ACS system and ultimately, the City of Syracuse, in July 2015, purchased and implemented the PeopleSoft Financial and Accounting Systems software.

NOTE: In 2011, the City of Syracuse and the County of Onondaga entered into an Intermunicipal Agreement **(see Appendix B)** to authorize the County of Onondaga to provide various purchasing services for the City. This merger provided the City of Syracuse enhanced buying power as well as a larger vendor list to utilize.

The City of Syracuse Administration, along with the County of Onondaga Administration reviewed the option of having the two municipalities join forces in the PeopleSoft Agreement that the County of Onondaga held. The Syracuse City School District had been using PeopleSoft software for a few years prior to that. It was thought that if the City partnered with the County for the licensing fees, that this would be less expensive than purchasing a software package independently.

In 2014, the City of Syracuse hired Ciber, Inc. to implement each step involved in the purchasing process using PeopleSoft software, making sure it was fully functional by July 1, 2015.

Ciber, Inc. sent representatives to each department within the City to retrieve information from staff members on the purchasing process. City staff explained the process of the ACS system utilized by staff and Ciber, Inc. explained what the new process would be via utilization of the PeopleSoft Accounting and Financial Systems.

Several meetings were held in with each City Department in order to familiarize staff with the new system procedures. Each person in attendance had an opportunity to be in front of a computer installed with the PeopleSoft program. At those meetings, the Ciber, Inc. instructor would walk you step by step though the purchasing process using the new software program.

Three years later, in September 2018, the current Administration launched a financial operations pilot program which became known as the "Tiger Team" **(see Appendix C)**. The purpose of the pilot program was to ostensibly centralize all financial operations throughout City government in order to improve inefficiencies, inconsistencies, and internal controls in the financial operations by reviewing the process of entering requisitions, purchase orders, annual purchase orders, and vouchers to create a new procurement manual for all City staff to follow.

Subsequently, a revised Procurement Manual **(see Appendix D)** was established in August 2019 by the Tiger Team. This procurement manual was necessary as it outlined the new procurement and payment policies and procedures related to PeopleSoft.

With the advent of PeopleSoft, the approval process for purchasing goods or services was the responsibility of the Fiscal Officer of the Department to make sure there were sufficient funds to cover the payments.

Once the Fiscal Officer entered the information regarding the requisition request for a Purchase Order or an Annual Purchase Order, the process starts:

- A HelpDesk ticket is created and entered into PeopleSoft, then workflow approval begins:
- Approval 1 – Financial Operations Department
- Approval 2 – The Commissioner, Deputy Commissioner, Director, or Assistant Director
- Approval 3 – Budget Department Analyst
- Approval 4 – County of Onondaga

After all approvals, a Purchase Order is created, assigned a number, and dispatched.

If a Voucher has been entered by a Department, the following steps and approvals are made:

- Step 1 – The Department receives the invoice for the goods or services.
- Step 2 – The Department signs the invoice and fills out a Non-PO Voucher or Voucher request.
- Step 3 – The requester fills out a HelpDesk ticket and attaches all paperwork: invoice, packing slip, ordinance, and/or contract.
- Step 4 – The Voucherer will provide the department with a Voucher number
- Approval 1 – Financial Operations Department
- Approval 2 – The Commissioner, Deputy Commissioner, Director, or Assistant Director (if Non-PO Voucher)
- Approval 3 – Budget Department Analyst (if Non-PO Voucher)
- Approval 4 – Bureau of Accounts

Included in each step of the approvals, the assigned person approving has the obligation to check all information. Verifying a contract or an ordinance is attached, the budget account has sufficient funds, the address and payee matches the invoice, the amounts are correct and aligned with the contract pricing.

If any of these items are not correct, the approver denies the transaction and a notice is sent to the person who originally initiated the process and must correct any error. The approval process begins again.

There are two to four people (more if a project account) looking at each transaction and could deny a transaction at any time. However, if the approver happens to see an error, it can be denied by the next approver, if everyone in the procedural process is following the policy rules.

The older version of the Procurement Manual explains the purchasing process for the City of Syracuse in purchasing goods or services. Under NO circumstances, is anyone allowed to purchase anything over $1,500 without an ordinance, City or County contract, or quotes. In special emergency situations, example being a sewer break or catastrophe, you can ask for Mayoral approval to purchase this good or service and circumvent the procurement process. If an ordinance, contract, or quotes are not attached to the requisition or voucher, it will be denied.

PURPOSE:

The purpose of this performance audit is to evaluate the current financial practices and determine if these policies, procedures, and internal controls are being followed consistently throughout the City Departments.

SCOPE:

The Audit is performance in nature and was conducted to provide an independent assessment of Internal Controls, Policies and Procedures for the following:

- The availability, utilization and adequacy of the current City of Syracuse operating Procurement Manual created in 2019 **(see Appendix D)**
- Administrative operations and the processes relating to internal procurement policies, procedures, guidelines and the laws and regulations of the City of Syracuse which are subject to County purchasing law **(see Appendix E)**
- Invoices, contracts, ordinances, and approval processes for purchases and payments of City of Syracuse goods and services

METHODOLOGY:

To complete this Audit, the Office of the City Auditor corresponded with several individuals from various City of Syracuse Departments, to get a comprehensive understanding of the City's current Procurement and Purchasing Internal Controls, Policies, and Procedures.

A questionnaire **(see Appendix F)** was sent to the Finance Department to get an understanding of the procedures relating to this audit. The Finance Department identified employees in all departments involved in the process of the setup, tracking and payment of all purchase orders and vouchers**.** Subsequently, all employees identified in this process were sent questionnaires **(see Appendix G)** in order to establish how the procurement and payment process currently functions, and to establish whether the current practices in place have the proper system of Internal Controls. The responses to these questionnaires demonstrated that there is a lack of oversight, consistency and internal controls associated with this process**.**

Findings & Recommendations:

Finding #1: The City currently has a Procurement Manual that was created in 2019 (**See Appendix D)**. This manual is **NOT** accessible to all employees involved in the procurement and payment process. The questionnaire's revealed that approximately 60% of employees who returned the questionnaire had **NOT** received and/or did **NOT** have access to the procurement manual.

Recommendation #1-- The Office of the City Auditor recommends that all employees involved in the procurement and payment process be given a copy of the current "Procurement Manual" **(See Appendix B)**. This manual should be accessible to all employees involved to ensure efficiency and consistency that is essential to maintain the proper level of internal controls in this process.

Additionally training opportunities need to be offered to **all** employees so that they have a full understanding of the policies and procedures outlined in this manual. The Finance Department questionnaire **(See Appendix E; #2)** states that departments can "request" the manual from the Finance Department. It is the opinion of The Office of the City Auditor that the manual be provided to **all** employees regardless of whether it has been requested, and that the proper training also be provided. Without the implementation of the above recommendations the City of Syracuse continues to have some weak internal controls relating to the procurement, purchasing and payment process.

Auditor's Note:

The Finance Department questionnaire also states that due to a "glitch" the procurement manual is **NOT** available on the City's SharePoint website an informative site that provides employees with access to important documents and relevant materials. Contrary to the Finance Department responding that the manual is **NOT** available on SharePoint due to this "glitch." Additionally, The Office of the City Auditor discovered that since the implementation of the **revised** Procurement Manual in **2019,** several types of other relevant departments' documents City-wide have been added to the SharePoint system. Thus, three years (3) have passed and yet still **NO** manual on SharePoint?

Administration Response #1--*The Purchase team (Budget Director/Purchase Director) will publish an updated "Procurement Manual" on our website during Q1 of each year.*

Finding #2: Employees involved in the procurement and payment process have NOT received adequate training. The informational questionnaire sent to all involved in this process revealed that most employees have had **limited** or **NO training**. Even employees who have had training in the past are open to and welcome additional training.

Recommendation #2—The Office of the City Auditor recommends that training is made available to all employees involved in any aspect of the procurement and payment process. While the Department of Finance questionnaire states that training is available at any time **(See Appendix E, #3)**; the departmental questionnaires revealed that approximately **70%** of employees involved in the procurement and purchasing process in City departments have received very **limited** or **NO training (See Appendix F, #3);** while approximately **80%** of these employees would like and welcome additional training **(See Appendix F, #5).**

The Office of the City Auditor believes **that training should be REQUIRED for all new employees and current employees new to the procurement and payment process**. It is also the opinion of the Office of the City Auditor that training should be offered on a regular basis for employees who may have new questions and/or concerns.

Administration Response #2-- *The Purchase team (Budget Director/Purchase Director) will make a list of all relevant titles and employee names by department (informed by Peoplesoft rights) and deliver electronic and physical copies of the updated "Procurement Manual" in Q1 of each year.*

Finding #3: Employees City-wide need additional training with the PeopleSoft accounting and financial system. The informational questionnaires sent to all involved in the procurement process revealed that some employees have received **limited** or **NO training** on how to use PeopleSoft to obtain useful and often necessary financial information necessary to perform the procurement and payment processes in an efficient and effective way.

Recommendation #3— The Office of the City Auditor recommends that PeopleSoft training be made available on a regular basis to all employees involved in the setup, submittal, tracking and payment of all purchase orders and vouchers.

The departmental questionnaires revealed that approximately **90%** of employees involved in the procurement and payment process would like additional PeopleSoft training **(See Appendix F, #11).**

It is the opinion of the Office of the City Auditor that since PeopleSoft is the City's main accounting software, the lack of proficiency and knowledge of employees to use this system contributes to inaccuracies and inefficiencies, and a lack of internal controls relating to this process.

Administration Response #3-- *All employees listed on the list from item 2 will have mandatory training twice a year organized jointly by the Purchase and FinOps teams. Once in Q1 and once in Q3. These will be two hour trainings that will cover the Procurement Manual and Peoplesoft. The idea is to get the group together twice a year to share updates/insights. There will be a training refresher piece to the meeting. But most importantly it will get everyone together to make sure all are on the same page.*

Finding #4: The PeopleSoft CONTRACT module is **NOT** currently being used to its full capability. All contracts are **NOT** currently being entered into PeopleSoft. Instead, contracts are often tracked on a Contract/ Agreement Payment Record Form, which is an Excel document **(see Appendix G).** Using this Excel document to track Contracts opens the possibility of errors and/or fraud. The formulas in this Excel form can be erased or changed either with or without the knowledge of the user.

Recommendation #4— The Office of the City Auditor recommends that **ALL** contracts be entered and tracked in the PeopleSoft CONTRACT module, and that all employees involved in the purchasing process have access to and receive training in this area. Using the PeopleSoft system instead of an Excel spreadsheet will strengthen internal controls and reduce errors.

The City of Syracuse has had access to the CONTRACT module since the **PeopleSoft implementation in July 2015**. This module tracks contract amounts and expiration dates. Notifications can be set up to inform the user that the contract is close to its maximum allowable amount and/or expiration date. It is the opinion of the Office of the City Auditor that this important feature be used to its full capability.

Administration Response #4-- *The Purchase Team will enter all contracts for FY21, FY22 and FY23 to date during Q1 of 2023. All contracts will be uploaded as contracts are processed moving forward.*

Finding #5: The "naming standards" outlined in the Procurement Manual are not being used consistently **(See Appendix D, page 52)**. Using naming standards is important because it is a safeguard to ensure that duplicate payments are not made. The PeopleSoft financial system gives a notification when an invoice with the same dollar amount and invoice number is entered.

These invoice naming standards are not being used consistently which may result in a supplier being paid twice for the same invoice. We pulled data for a specific supplier to test if the 'naming standards" are being followed **(see Appendix J)**. There was **NO** consistency in the invoice naming for this supplier. Not following these standards shows a lack of internal controls and takes away the safeguards that PeopleSoft has in place to prevent duplicate payment of invoices.

Recommendation #5 The Office of the City Auditor recommends that the naming standards found in the Procurement Manual be followed to ensure that duplicate payments are not made **(See Appendix D, page 52).** Answers to the departmental questionnaires revealed that approximately **70%** of employees involved in the payment process are unaware of the "naming standards" for invoices **(See Appendix J, #12)**.

While these naming standards do not apply to all departments; the lack of knowledge speaks to the fact that employees do **NOT** have the Procurement Manual and/or have **NOT** been trained properly. The "naming standards" example **(See Appendix J)** illustrates a lack of internal controls as these invoices have gone through **ALL** approvals without being denied despite having the incorrect invoice number.

Administration Response #5-- *The Finance Department will review the naming standards and ensure all individuals involved in procurement are familiar with them and follow them consistently.*

Finding #6: There appears to be some lack of internal controls and accountability since the City of Syracuse moved to a City-wide centralization of financial management and resources. As a result of this centralization, fiscal staff positions were eliminated from department budgets and moved to the Finance Department.

The Office of the City Auditor subsequently discovered, through answers to departmental questionnaires **(see Appendix G)**, that some departments affected by the centralization, may not have been provided the adequate support staff necessary to complete the purchasing and payment process. As a result, these departments staff have had to take on fiscal work duties that should not be their responsibility.

Recommendation #6—The Office of the City Auditor recommends that the Finance Department reassess its overall centralization process and reconsider providing adequate fiscal staff to specific Departments as support staff. This person should be responsible for Budget, Purchasing, Payment and any other financial duties associated with the Department that is assigned to them. The centralization of Financial Operations City-wide should not burden employees who have **NO** accounting or finance background to have to perform work duties that are not their responsibility.

Administration Response #6-- *The centralization of finance was planned to improve fiscal direction, oversight, and compliance. The Finance and Budget Departments will review the current organizational chart of centralized finance to ensure all finance functions are adequately staffed by qualified individuals. We will also review the reporting process for budget and finance tasks with the operating departments.*

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APPENDIXES

APPENDIX A - Memorandum from City Auditor Nader Maroun to the Mayor; Chief Administrative Officer, Frank Caliva; and Director of Management & Budget, Tim Rudd

OFFICE OF THE CITY AUDITOR

CITY OF SYRACUSE, CITY AUDITOR NADER P. MAROUN

Memo

Date: June 8, 2022

To: Mayor Ben Walsh

CC: Frank Caliva, Chief Administrative Officer
CC: Annemarie Deegan, Director of Financial Operations
CC: Brad O'Connor, Commissioner, Department of Finance
CC: Mike Cannizzaro, First Deputy Commissioner, Department of Finance
CC: Tim Rudd, Director, Management and Budget
CC: Susan Katzoff, Corporation Counsel
CC: Dave Prowak, Director of IT

From: Nader P. Maroun, Syracuse City Auditor

RE: City of Syracuse Procurement Performance Audit within the Department of Finance

Our office has initiated an Audit of the City of Syracuse Department of Finance Procurement policies and procedures and internal controls for purchasing and payments of the City of Syracuse goods and services.

As you are aware the Office of the City Auditor will conduct Performance Audits of a variety of City programs per the Syracuse City Charter.

The general objectives of this audit will be to evaluate compliance with the City policies, practices, procedures and internal controls, guidelines, laws and regulations for the purchasing and payment of goods and services for the City of Syracuse.

The timeline for this performance audit will cover January 2018 through June 30, 2022.

Please be sure to communicate to respective Department personnel that we will initially (but not limited to) review the following:

- Administrative operations and process of the Procurement policies, procedures, guidelines, laws, and regulations
- Copy of all operating procedural manuals

OFFICE OF THE CITY AUDITOR

CITY OF SYRACUSE, CITY AUDITOR NADER P. MAROUN

- Inter-municipal Agreement with Onondaga County and City of Syracuse for People Soft Software program and merging of Purchase Departments
- Invoices, contracts, ordinances and approval processes for purchases and payments of City of Syracuse goods and services
- Contract Payment Form

The Scope of the Performance Audit of the Department of Finance Procurement policies, procedures, guidelines, internal controls, rules and laws is subject to change as determined by the Office of the City Auditor during the period of examination.

If you have any questions about this particular Audit, please feel free to call me at extension 8481 or you can email me at your convenience.

Thank you.
Nader P. Maroun

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APPENDIX B – City County Intermunicipal Agreement:

DEPARTMENT ________________ CONTRACT NO. 24571

AGREEMENT

THIS AGREEMENT, made this ___ day of _____, 2011, by and between the COUNTY OF ONONDAGA, a municipal corporation of the State of New York, by Joanne M. Mahoney, County Executive, hereinafter the "County", the CITY OF SYRACUSE, a municipal corporation of the State of New York, by Stephanie A. Miner, Mayor of the City of Syracuse, hereinafter the "City", and the CITY OF SYRACUSE SCHOOL DISTRICT, by Daniel G. Lowengard, Superintendant of the Syracuse City School District, hereinafter the "City School District";

WITNESSETH:

WHEREAS, by Onondaga County Resolution No. 235 adopted October 12, 2010, by City of Syracuse Ordinance adopted June 27, 2011, and City School Board Resolution adopted March 10, 2011, the County of Onondaga, the City of Syracuse and the City School District have authorized the execution of a contract pursuant to General Municipal Law Section 119-o for the provision of certain purchasing services by the County; and

WHEREAS, the consolidation of purchasing services allows for taxpayer savings by streamlining services, reducing overall costs, and creating a greater economy of scale for items needed by each municipality; and

WHEREAS, the parties desire to enter into an agreement to authorize the County to provide various purchasing services for the City and the City School District; and

WHEREAS, the purpose of this Agreement is to combine the administrative functions of the respective offices, but not to alter or diminish the powers and duties of the respective parties; and

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, receipt of which is hereby acknowledged, it is AGREED AS FOLLOWS:

1. AUTHORIZATION TO ENTER INTO AGREEMENT

The County, City and City School District each have obtained the required approvals to enter into this agreement for the County to perform purchasing services for the City and the City School District as provided for herein.

2. SCOPE OF SERVICES

A. Purchasing Services to be provided by the County to the City and City School District

i. *County contracts through which the City and/or City School District may purchase goods and/or services pursuant to General Municipal Law §103(3).*

a. The County shall continue to procure goods and services according to the applicable provisions of federal, state, and local laws, resolutions, and regulations. Pursuant to General Municipal Law Section 103(3), the County may choose to enter into

Consolidation of Purchasing Services - Page 1 of 10 contracts for certain goods and services, and the City and/or City School District may choose to purchase such goods and services through the County's contract. The County shall contact the designated administrator of the County and City/City School District (as provided for in subsection ii(a) below) to determine a consolidated quantity of any goods or services used by the parties, and the City/City School District will make such purchases through the County in those instances. If the City and/or City School District wish to make a purchase in which the terms, conditions and/or specifications vary from those found in the County's contract with the vendor or contractor, then such purchase will be considered to be one for the exclusive benefit of the City and/or City School District, as may be appropriate, governed by the process outlined in subsection iii herein below.

b. The County Purchase Director also shall assist the City and City School District in determining whether New York State contracts are available for the City/City School District to purchase goods and services pursuant to applicable law.

c. In the event that the City and/or City School District chooses to purchase goods and/or services through a County or State contract, the City or the City School District, as may be appropriate, shall accept sole responsibility for any payment due the vendor or contractor for such purchase.

ii. *Joint Solicitation of Bids for goods or services for the County and the City and/or City School District.*
Joint solicitation of bids shall mean the solicitation of bids for the purchase of goods or services on behalf of (1) the County and (2) the City and/or City School District. The procedure for the joint solicitation of bids shall be as follows:

a. The parties shall file with the County Director of Purchase a list of administrators designated to be the point of contact for purposes of this agreement. The appropriate City/City School District administrator shall provide information to the County Director of Purchase to assist the County in drafting bid specifications and in determining the consolidated quantity of goods and services to be procured by the parties, including whether the funds are appropriated and available to purchase the goods and/or services, whether living wage requirements apply and whether any MBE/WBE or other requirements apply. Requests by the City School District to develop or draft bid specifications also shall be accompanied by a statement, on a form provided by the County, that the City Director of Management and Budget has approved the request.

b. In consultation with the appropriate administrator as provided for above, the County Director of Purchase, or his or her designee, shall develop the bid specifications and shall determine the key terms to be included within the awarded contract prior to the issuance of the bid specifications, and such key terms shall be provided for within the bid specifications so issued by the County. Such bid specifications shall provide for a separate contract to be awarded for goods or services required by the County and the City/City School District, as the case may be.

c. Prior to the solicitation of any bids, the City Director of Management and Budget shall, on a form provided by the County, verify to the County Director of Purchase that sufficient funds are appropriated and available to pay for the City and/or City School District share of the goods and/or services, that the County is authorized to solicit the bid on behalf of the City and/or City School District, and that the City/City School District shall be responsible for payment of all goods and/or services so procured. The parties agree that the County is entitled to rely upon the representations made therein.

d. The County Director of Purchase, or his/her designee, shall provide for publication and advertisement of bid solicitations; respond to bidder inquiries; schedule and staff bid openings; receive, open, read and record bids; and forward bid responses to the appropriate administrator, as provided for hereinabove. The appropriate administrator shall review the responses, and on a form provided by the County, notify the County Director of Purchase as to the City/City School District determination of the lowest responsible bidder.

e. The County Director of Purchase shall determine whether and to whom to award the bid with respect to the County portion of such goods and/or services, and the City Director of Management and Budget shall determine whether and to whom to award the bid for the City/City School District portion of such goods and/or services.

f. All contracts shall be awarded separately for the County and the City/City School District, and the bid specifications shall so provide for such separate award. The City and/or City School District, as the case may be, shall be responsible for all goods or services procured on behalf of the City.

iii. *Procurement of goods or services exclusively for the City of Syracuse and/or the City School District.*
The procedure for the procurement of goods or services exclusively for the City of Syracuse and/or the City School District shall be as follows:

a. The appropriate administrator designated by the City and/or City School District, as provided for above, shall provide information to the County Director of Purchase to assist in drafting the bid specifications, including whether funds are appropriated and available for the purchase of the goods or services, whether living wage requirements apply and whether any MBE/WBE or other requirements apply. Requests by the City School District to develop or draft bid specifications also shall be accompanied by a statement, on a form provided by the County, that the City Director of Management and Budget has approved the request.

b. In consultation with the appropriate administrator as provided for above, the County Director of Purchase, or his or her designee, shall develop the bid specifications and shall determine the key terms to be included within the awarded contract prior to the issuance of the bid specifications, and such key terms shall be provided for within the bid specifications so issued by the County. Such bid specifications shall provide that the contract will be awarded by the City/City School District and that the City/City School District shall be responsible for the payment of all goods or services procured.

c. Prior to the solicitation of the bid, the City Director of Management and Budget shall, on a form provided by the County, verify to the County Director of Purchase that funds sufficient to pay for the City and/or City School District share of the goods and/or services are appropriated and available, that the County is authorized to solicit the bid on behalf of the City and/or City School District, and that the City/City School District shall be responsible for payment of all goods and/or services so procured. The parties agree that the County is entitled to rely upon the representations made therein.

d. The County Director of Purchase, or his/her designee, shall provide for publication and advertisement of any requests for bids; respond to vendor inquiries; schedule and staff bid openings; receive, open, read and record bids; and review bid responses with the appropriate administrator, as provided for hereinabove. The appropriate administrator shall advise the County Director of Purchase of the City/City School District determination of the low bidder.

e. The City Director of Management and Budget shall determine whether and to whom to award the contract. The City and/or City School District, as the case may be, shall be solely responsible for payment for all goods or services procured.

iv. *Disposal of Surplus Property.*
The County will provide for the disposal of personal property deemed to be surplus by the City and City School District. Such disposal shall be made pursuant to City procedures for the disposal of surplus property as provided for in Local Law No. 2-1924 as amended by No. 9-2008. The County does not assume ownership of any City or City School District surplus property, and the County does not assume responsibility for the condition of such property when transferred to a third party. The County shall not charge the City a fee for the disposal of surplus property other than any fee deducted from the sale price by the County or any county contractor providing auction or disposal services, or any fee incurred by the County to provide for disposal of such services properly, and the City agrees to pay such fees within thirty days of billing by the County. In the event that the County will incur a fee to provide for disposal services (other than fees deducted from the sale price), the County shall afford prior notice to the City Director of Management and Budget who shall have the right to take possession of and dispose of the property at no cost to the County.

v. *Maintenance of Inventory Lists.*
The County shall provide for the maintenance of inventory lists for personal property, including vehicles, for the City and City School District in the manner deemed appropriate by the County Director of Purchase, after consultation with the City Director of Management and Budget.

B. Obligations of the City and City School District.

i. *Purchasing Services to be Performed by the City and City School District.*
The City and City School District shall continue to perform the following functions and duties, and the County shall perform no services with respect to the following except as specifically provided for herein:

a. Procurement of professional services pursuant to Requests for Proposals (RFP);

b. Management of insurance coverage and bonds related to contract performance;

c. Procurement of goods or services where such are deemed to be impracticable to bid by an ordinance duly enacted by the City Common Council; where such are deemed to be available only from a sole source or have been subject to standardization of purchase; or where such would otherwise fall under an exception to bidding, such as where the cost of the goods or services will be less than the applicable monetary thresholds for competitive bidding, lease purchase, or energy performance. Provided, however, the County will provide for the competitive procurement of any standardized goods if so requested by the City Director of Management and Budget, provided that said Director provides the County with documentation reasonably acceptable to the County that such standardization comports with applicable law; and, if requested by the City Director of Management and Budget, the County Purchase Director will assist the City and/or City School District in obtaining price quotes for the purchase of goods and/or services where the cost of such goods and/or services will be less than the applicable monetary thresholds for competitive bidding.

d. Procurement of goods or services for emergency work, extra work on public contracts, contracts for lighting, nor contracts for ornamental lighting as set forth in Article V, Section 5-1603 through and including Section 5-1606 of the Syracuse City Charter, as may be amended from time to time; and

e. Administration of all contracts awarded after bid on behalf of the City and/or the City School District, including contracts for joint procurement of goods and services, and contracts for goods, services, and public works exclusively for the City and/or City School District. Such administration shall include, but not be limited to, legal work, enforcement, and communication with the vendor related to job performance.

f. Procurement of services for the Department of Aviation and the contracts listed in Exhibit A.

g. Procurement of goods or services for the Joint School Construction Board.

h. Procurement of service bids included in the list attached hereto as Exhibit "A".

i. Procurement of public works contracts, which shall mean new construction or major reconstruction of buildings, bridges, tunnels, roads, and sewer/water facilities; and shall not include routine repairs or minor reconstruction.

ii. *Change in Bid Limits.*
The City will advise the Director of Purchase of any change in bid limits adopted by the City.

iii. *Vendor Payment.*
The City accepts responsibility for payment to vendors for the City share of any goods, services and or public works procured pursuant to this agreement.

iv. *Public Works Projects.*
This agreement shall not include the procurement of contracts for public works projects on behalf of the City/City School District, or for joint public works projects on behalf of the County of Onondaga and the City/City School District.

v. *Continuation of Powers.*
Nothing herein shall be deemed to transfer, curtail or otherwise diminish the powers of the City or the City School District, including but not limited to the authority of the City to waive competitive bidding pursuant to City Local Law No. 7-1935 as amended and referenced in the Syracuse City Charter.

3. COSTS

The parties agree that the County will pay the costs for the providing for the services as set forth herein, except as specifically provided for herein with respect to the disposal of surplus property. The City and City School District, however, shall be responsible for and shall pay all costs of establishing links to the County procurement system and all costs of acquiring and maintaining any software.

4. TOWN, VILLAGE, AND DISTRICT PARTICIPATION
The parties hereby agree that additional municipalities and districts in Onondaga County will be invited by the County to participate in this consolidated purchasing program and that the County, in its sole discretion, may enter into cooperative contracts with other entities.

5. PERSONNEL
The County will determine the number of employees to be employed within the Division of Purchase and the number of employees assigned to perform any and all functions performed on behalf of the City and City School District. The County will afford City and City School District requests for procurement the same priority as it affords County requests. The City intends to continue to employ on its payroll a total of three employees through the end of its fiscal year on June 30, 2011. After June 30, 2011, the purchasing services performed by the three City employees shall thereafter be performed by County employees, as determined by the County Director of Purchase and pursuant to the terms of this Agreement.

6. TERM
This Agreement shall commence on July 1, 2011, and shall continue through December 31, 2015. The Agreement shall automatically be renewed for one additional five (5) year period, to terminate December 31, 2020. The County Executive or the Mayor may terminate this Agreement, said termination to take effect no earlier than January 1, 2013, by providing twelve months advance written notice to the other party. Thereafter, the County Executive or the Mayor may terminate the agreement at any time, including during the renewal period, by providing twelve months prior written notice, and such termination shall take place twelve months from the postmark date or e-mail transmittal date of such notice.

7. REPRESENTATION
In the event legal issues arise relative to the services provided for in this Agreement, the Corporation Counsel shall represent the City and City School District, and the County Attorney shall represent the County.

8. DEFENSE, INDEMNIFICATION, HOLD HARMLESS
Regarding the operations and responsibilities concerning this Agreement, the parties further covenant and agree to indemnify, defend and hold harmless each other, and therefore, the County shall indemnify, defend and hold harmless the City and City School District, their officers, employees or agents from and against any and all liability, damage, loss, cost or expense that may arise by reason of liability for injury or death to persons, damage to property or casual or continuing trespass or nuisance and any other claim for damages arising at law and equity alleged to have been caused or sustained by or because of any omission of duty, negligence or wrongful act on the part of the County, its officers, employees or agents and likewise the City and City School District shall indemnify, defend and hold harmless the County, its officers, employees or agents from and against any and all liability, damage, loss, cost or expense that may arise by reason of liability for injury or death to persons, damage to property or casual or continuing trespass or nuisance and any other claim for damages arising at law and equity alleged to have been caused or sustained by or because of any omission of duty, negligence or wrongful act on the part of the City and/or City School District, their officers, employees or agents.

9. CONTRACT MODIFICATIONS
This Agreement represents the entire and integrated agreement between the County and the City/City School District and supersedes all prior negotiations, representations or agreements either written or oral.

This Agreement may be amended only by written instrument authorized and signed by both the County and the City.

10. SEVERABILITY
If any term or provision of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

11. CLAUSES REQUIRED BY LAW
The parties hereto understand and agree that each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to have been inserted herein, and if through mistake or inadvertence such provision is not inserted, said clause shall be deemed to have been inserted and shall have the full force and effect of law.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

COUNTY OF ONONDAGA

By: Joanne M. Mahoney DATED: 8-3-11
Joanne M. Mahoney, County Executive

State of New York)

County of Onondaga) ss.:

On the 3rd day of August in the year 2011 before me personally came Joanne M. Mahoney, who, being by me duly sworn, did depose and say that ___ (he or she or they) reside(s) in Onondaga County (if the place of residence is in a city, must include the street and street number, if any); that ___ (he or she or they) is (are) the County Executive (must be corporation's president or other officer or attorney-in-fact duly appointed) of Onondaga County (name of corporation), the corporation described in and which executed the above instrument; and that ___ (he or she or they) signed ___ (his or her or their) name(s) thereto by authority of the board of directors of said corporation.

Mary Beth Rice
Notary Public

MARY BETH RICE
Notary Public, State of New York
No. 4775559
Qualified in Onondaga County
Commission Expires June 30, 2014

State of New York)

County of Onondaga) ss.:

On the 3rd day of August in the year 2011 before me the undersigned, personally appeared Joanne M. Mahoney, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that ___ (he or she or they) executed the same in ___ (his or her or their) capacit(y)(ies), and that by ___ (his or her or their) signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

Mary Beth Rice
Notary Public

MARY BETH RICE
Notary Public, State of New York
No. 4775559
Qualified in Onondaga County
Commission Expires June 30, 2014

CITY OF SYRACUSE

John P. Copanas, City Clerk By: Stephanie A. Miner, Stephanie A. Miner, Mayor DATED: 8-12-11

State of New York)

County of Onondaga) ss.:

On the 12th day of August in the year 2011 before me personally came Stephanie A. Miner, who, being by me duly sworn, did depose and say that she (he or she or they) reside(s) in Syracuse, New York (if the place of residence is in a city, must include the street and street number, if any); that she (he or she or they) is (are) the Mayor (must be corporation's president or other officer or attorney-in-fact duly appointed) of the City of Syracuse (name of corporation), the corporation described in and which executed the above instrument; and that she (he or she or they) signed her (his or her or their) name(s) thereto by authority of the board of directors of said corporation.

Catherine E. Carnrike
Notary Public

CATHERINE E. CARNRIKE
Notary Public, State of New York
No. 02CA6112791
Qualified in Onondaga County
Commission Expires July 12, 2012

State of New York)

County of Onondaga) ss.:

On the 12th day of August in the year 2011 before me the undersigned, personally appeared Stephanie A. Miner, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that she (he or she or they) executed the same in her (his or her or their) capacit(y)(ies), and that by her (his or her or their) signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

Catherine E. Carnrike
Notary Public

CATHERINE E. CARNRIKE
Notary Public, State of New York
No. 02CA6112791
Qualified in Onondaga County
Commission Expires July 12, 2012

Consolidation of Purchasing Services - Page 9 of 10

CITY OF SYRACUSE SCHOOL DISTRICT

By: ________________________________ DATED:__________

State of ______________________)

County of ______________________) ss.:

On the ____ day of ________________ in the year _______ before me personally came ____, who, being by me duly sworn, did depose and say that ____ (he or she or they) reside(s) in ____ (if the place of residence is in a city, must include the street and street number, if any); that ____ (he or she or they) is (are) the ______________________ (must be corporation's president or other officer or attorney-in-fact duly appointed) of ____ (name of corporation), the corporation described in and which executed the above instrument; and that ____ (he or she or they) signed ____ (his or her or their) name(s) thereto by authority of the board of directors of said corporation.

____

Notary Public

State of ______________________)

County of ______________________) ss.:

On the ____ day of ________________ in the year _______ before me the undersigned, personally appeared ______________________________________, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that ____ (he or she or they) executed the same in ____ (his or her or their) capacit(y)(ies), and that by ____ (his or her or their) signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

____

Notary Public

City.County.Purchase.Consolidation -6.16.11.doc

City of Syracuse
Service Contracts

EXHIBIT A

CONTRACT

PARKING GARAGES – MANAGEMENT -DPW
METERS, COLLECTION – PARKING
SPEC. BOOKS – PRINTING – ALL DEPARTMENTS
VENDING MACHINES -ALL
COMPUTER MAINTENANCE (AS400) – IS
LAB TESTING – LEAD CONTRACTS
PRINTING OF COMMON COUNCIL PROCEEDINGS – CITY CLERK
DISPOSAL – COMMERCIAL WASTE – DPW
MANAGEMENT - ICE RINK – CLINTON SQUARE
LAB TESTING – WATER (1 year)

AVIATION -
VENDING MACHINES – ALL & AVIATION
INSPECTION - JET BRIDGES -AVIATION
INSPECTION - BAGGAGE BELTS -AVIATION
SNOW REMOVAL - AVIATION
ESCALATOR CLEANING – AVIATION
MANAGEMENT OF PARKING GARAGE – AVIATION
All AVIATION SERVICE CONTRACTS

APPENDIX C – Tiger Team:

SEPTEMBER 4, 2018

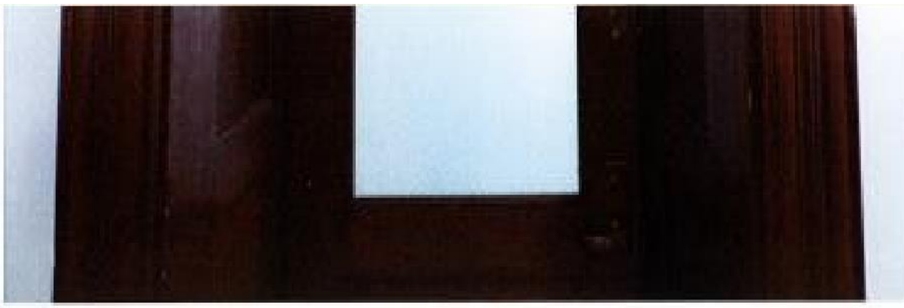
FINANCIAL OPERATIONS TIGER TEAM

EVAN HELGESEN PERFORMANCE

Currently at the City, there are over 100 fiscal staff enterprise-wide, including 35 employees assigned within individual departments. This decentralization can cause inefficiencies and inconsistencies in our financial operations and is regularly cited as a weakness in our annual audit.

To help address the challenges that come with this structure, today, the City of Syracuse is launching a financial operations pilot project. The pilot directly supports the City's objective to Achieve Fiscal Sustainability. Addressing a key audit finding is also one of the Key Results in the City's Performance Management Program, which will launch on September 5th.

The pilot brings together financial employees from three city departments as a Tiger Team, to work together in a centralized manner. Throughout the pilot, we will analyze outcomes to ensure that we have data support for future decisions. It will allow us to evaluate centralized financial operations and develop processes to align with financial and operational best practices.



We hope that the pilot will produce several outcomes:

- Allow us to evaluate centralized financial operations
- Develop processes to align with financial best practices
- Collect and analyze data to support for future decisions

If this pilot is successful, we will scale it, and create enterprise-wide centralization during the second half of the fiscal year (January to June). Over the next year, this process will be paired with other planned improvements to ensure that Syracuse has the financial management and resources to operate as a sustainable, best-in-class community.

APPENDIX D—Current Procurement Manual

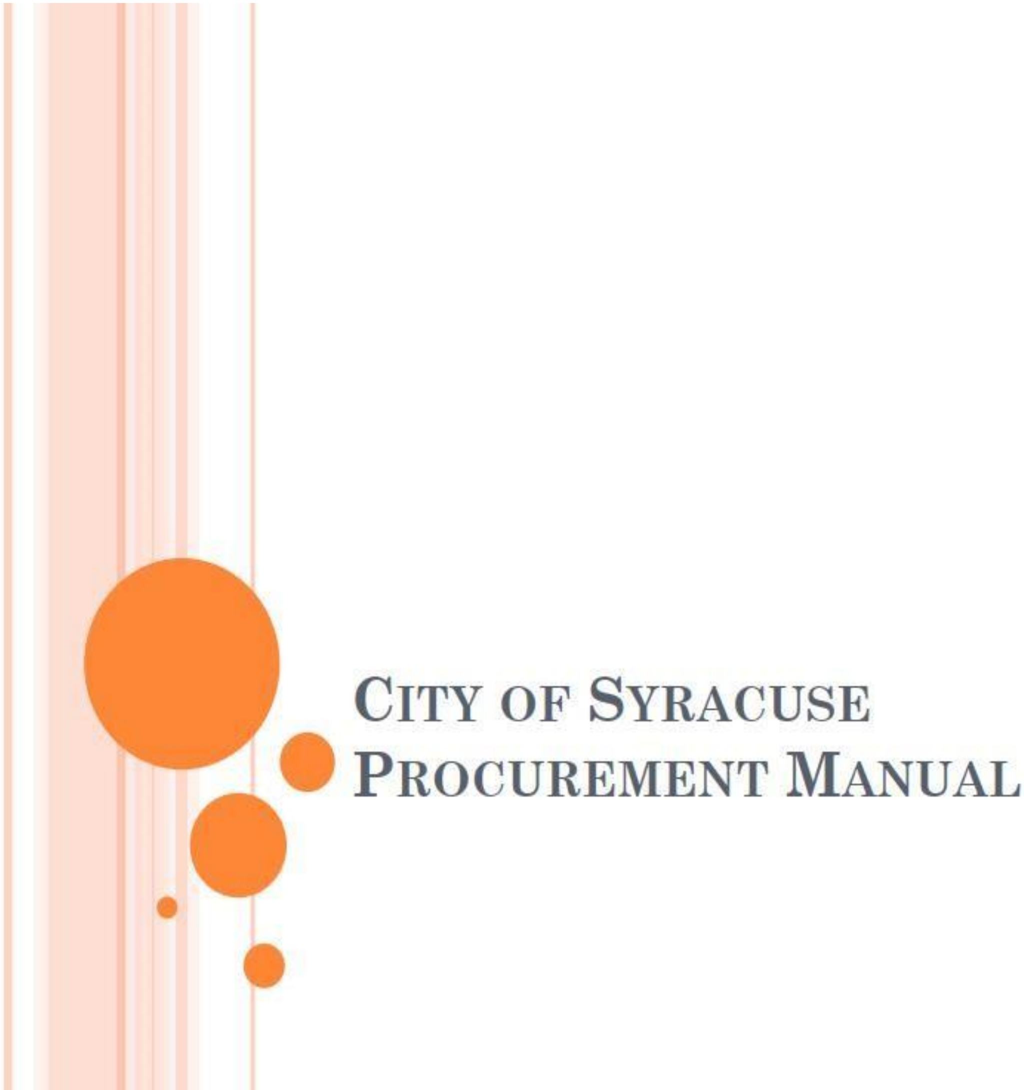


Table of Content

October 2019

2

OVERVIEW

- City of Syracuse procurement manual outlines the policies and procedures regarding the purchasing, and payments.
- The basic procurement objective is to secure the best goods and/or services at the lowest available price or best value, consistent with quality requirements and delivery needs while complying with guidelines provided in this manual.
- Failure to appropriately procure good and services in accordance with this manual could jeopardize federal and state funding.
- All City purchases are governed by NYS General Municipal Law and the City Charter.

August 2019

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Statement of Purpose

- The Procurement Manual sets forth the requirements that the City shall adhere
- These guidelines are designed to:
  - Formalize practices
  - Ensure all rules are followed
  - Communicate policies, give guidance to Procurement personnel

APPLICABILITY

- The Procurement Manual applies to all goods, service and professional service contracts with the City.
- This Manual is intended for guidance only.
- Where applicable federal, state or local law, ordinances, codes, rules or regulations contain requirements that are in conflict with, or that impose greater obligations upon the City of Syracuse than these Guidelines, those requirements, shall take precedence over those contained herein.

August 2019

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Acronyms & Abbreviations

- REQ = Requisition
- APO = Annual Purchase Order
  - (more than 1 payment)
- PO = Purchase Order
- PS = PeopleSoft
- HD = Help Desk
- RFP = Request for Proposal
- RFQ = Request for Qualifications
- ORD = Ordinance
- IMA = Inter-Municipal Agreement
- MOU = Memorandum of Understanding

August 2019

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Definitions

August 2019

- Requisition – is defined as a request for goods and services.
- Quote – is defined as a written estimated price for goods or service requested.
- Purchase Order – is defined as an official document that is issued to a vendor indicating types, quantities and agreed prices for goods or services.
- Receipt – is defined as the written acknowledgement of having received the goods or service from a vendor.
- Invoice – is defined as a list of goods sent or service provided, with a statement of sum due for these; a bill
- Voucher – is defined as a payment to a vendor with the use of a Purchase Order for goods and services.
- Non-PO Voucher – is defined as a payment to a vendor without a Purchase Order but with other supporting documentation to have a legal payment.
- RFP – is defined as a request for proposal is a document issued by a business or an organization to request vendor bids for products, solutions and service.
- RFQ – is defined as a request for qualifications is a standard business process whose purpose is to invite suppliers into a bidding process to bid on specific products or services
- Project – is defined as a number assigned to either a capital or grant account typically a multiple year account
- Waiver – is defined as getting an ordinance waiving the act of going through the bidding process for a contract with a vendor
- Piggybacking – using a contract set-up by another County, State or municipal government that is open for other government entities to use
- Sole Source – is defined as when supplies or services are available from only one responsible source, and no other supplies or service will satisfy its requirements, the recipient may make a sole source award. Property or services are available from one source if one of the following conditions is present:
  - Unique or Innovative Concept - Patents or Restricted Data Rights - Substantial Duplication Costs - Unacceptable Delay

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Review and Approvals of Purchases

- All purchase requisitions shall be reviewed and approved, at a minimum, by the appropriate Department Director/Commissioner, Budget Office.
- All Capital and Grant requisition shall be reviewed and approved, at minimum, by the appropriate Department Director/Commissioner, Budget Office and Grants/Capital Accounts Manager.

August 2019

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METHODS OF PROCUREMENT

August 2019

- A majority of purchases start with a Requisition.
  - Exception could be Travel and Ordinance driven payments.
  - We will need to provided a comprehensive quote for all purchases to go along with the Requisition Request.
- **Purchases for Goods and Equipment Under $20,000**
  - Up to $1,500 - minimum of one quote at the discretion of the Buyer
  - $1,501 to $3,000 – Department provides one quote
    - Documented telephone quote for at least three vendors – completed by - Purchase Office(County)
  - $3,001 to $20,000 – Department provides one quote
    - Written/fax/emailed quote from at least three vendors – completed by – Purchase Office(County)
  - Over $20,000 for goods/equipment will be put out to Bid.
- **Purchases for Services Under $35,000**
  - Up to $1,500 - minimum of one quote at the discretion of the Buyer
  - $1,501 to $3,000 – Department provides one quote
    - Documented telephone quote for at least three vendors – completed by - Purchase Office(County)
  - $3,001 to $35,000 – Department provides one quote
    - Written/fax/emailed quote from at least three vendors – completed by – Purchase Office(County)
  - Over $35,000 for Service or Public Works Projects will be put out to Bid.

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City Contracts VS County Contracts

August 2019

- City Contracts
  - Professional Service Contracts
  - Construction Contracts
- City Contracts Bid by County
  - Service Contracts
  - Things like:
    - Pest Control
    - Grass Cutting Services
    - Rug Service
  - Goods/Items Contracts
- When in doubt contact Purchase (City) Department

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CITY CONTRACTS BID BY THE COUNTY

August 2019

- Purchase of Goods over $20,000
  - Final judgement is the responsibility of the *Purchase Department* and any questions should be referred to them
- Must have all specs for item(s) being requested
  - This could be in the form of a Quote from a vendor
  - This could also be specifications the department has created
  - Any and all costs associated with purchase – i.e.: shipping charges, fuel surcharges, environmental fees, artwork or graphics, etc.
- Must have explanation of need

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City Contracts Bid by the County

- Purchase of Goods over $20,000
  - Final judgement is the responsibility of the *Purchase Department* and any questions should be referred to them
- Must have all specs for item(s) being requested
  - This could be in the form of a Quote from a vendor
  - This could also be specifications the department has created
  - Any and all costs associated with purchase – i.e.: shipping charges, fuel surcharges, environmental fees, artwork or graphics, etc.
- Must have explanation of need

August 2019

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Division of Purchase
Bid Request Form

Departments must complete the this form and submit to bids@ongov.net prior to a bid being advertised

1. **Bid Title:** ______
2. **Department:** ______
3. **Contact information for technical questions and pre-bid meeting information:**
   a. **Name:** ______
   b. **Title:** ______
   c. **Email:** ______
4. **Funding source (if grant fund, include expiration date):** ______
5. **Please describe any MWBE requirements that apply:** ______
6. **Please give a brief summary of the department's need and the bid scope (2-3 sentences):**

7. **Is a pre-bid meeting required?** ______
8. **Is this based on a previous bid (If known, include the prior bid number)** ______
9. **Please attach a complete scope of the bid, including the following information, as applicable:**
   - Technical description of materials
   - Manufacturer's technical information
   - Model number
   - Recommended manufacturer
   - Any applicable Federal, State, or Local requirements
   - Additional information relevant to the bid proposal
   - List services specifically not included in scope of work
   - Drawings
   - Installation requirements
   - Size
   - Color
   - Any delivery requirements
   - Any options desired
   - Deliverables checklist

10. If you have any preferred vendors, please include contact information in the space below:

Vendor Name	Address	Contact name and email

11. Pricing structure
A. Compare bids by price per:
Unit ☐ Pounds ☐
Each ☐ Other (specify)
Award bids:
In whole or in part ☐ By group ☐
In whole, only ☐ By item ☐

BID REQUEST FORM

Use this form for any Contracts you are requesting the County to put out to Bid.

Include any formal quotes with specifications for the service or goods you are requesting

Then all paperwork would be submitted to your Procurement Specialist to put into Help Desk and follow the same procedure as a Regular Requisition.

August 2019

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Bid Awards

- Bids will be awarded to the Lowest Responsive Vendor who meets the specifications
- Circumstances which may justify award to other than the lowest bid - which is called Best Value - include, but not limited to:
  - Delivery Requirements
  - Quantity Requirements
  - Past Vendor Performance
- A Bid that exceeds the Bid Limit shall not be eligible for award

August 2019

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City Contracts/RFQ

- Use the RFQ process when you want to solicit firms to see if they are qualified to work on a project. The firms selected using the RFQ process are then able to bid on the projects within the contract. Once bids are received and reviewed it is awarded to the lowest bidder.

August 2019

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City Contracts/RFQ

- Search of qualified firms over $35,000
- Must have all specs for service(s) being requested
- Must have explanation of need
- Fill out a Request to Advertise
- Send to Stacy Jennis for approval
  - stacyjennis@syrgov.net
  - She will send back an Approved Request
- Once you have the Approved Request to Advertise back
  - Provide the specifications
    - These should include both technical and general specifications that clearly define what is wanted and who to contract for additional information
  - Provide a list of potential vendors – complete with addresses, phone numbers and emails
  - The RFQ will be advertised in the newspaper for 5 days and copies will be sent to all potential vendors provided in the request

August 2019

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CITY OF SYRACUSE
REQUEST TO ADVERTISE

BILL TO:

The Department of ____________________ needs

____

____

The estimated cost of $ ____________________ is chargeable to

Budget __________ Account No. __________ | Authorized by ____________________

Capital __________ Account No. __________ | Date __________ No. __________

Local Assessment No. __________ | Advertising to start on ____________________

__________ Account No. __________ | Bids to be received on ____________________

Signed ____________________

Dated ____________________ Title ____________________

Received by the Division of Purchase

on ____________________ per ____________________

The cost of advertising is to be about $ ____________________

Dated ____________________ Signed ____________________
Director of Management & Budget

Approved for advertising in the amount of $ ____________________

Dated ____________________ Signed ____________________
Commissioner of Finance

This contract is awarded to ____________________

____

in the amount of $ ____________________

Contract No. ____________________ Date ____________________

Signed ____________________
Director of Management & Budget

Approved as to funds in the amount of $ ____________________

Date ____________________ Signed ____________________
Commissioner of Finance

REQUEST TO ADVERTISE

Use this form for all service related contracts you are requesting.

Completely Fill out the top of the Form, including Account numbers.

Send the form to Stacy Jennis for review and approval.

Once you have the approved Request to Advertise back – you will need to send a formal letter to the Budget Director from the department head requesting the issuance of an RFQ – provide the specifications - provide a list of potential vendors

August 2019

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City Contracts/RFQ

- The Budget Director will convene with the Mayor and RFQ committee will be selected
- After the Committee's review and has come to a decision, a letter of recommendation from the department head will be sent to the Budget Director
- The Budget Director will request approval from the Mayor
  - The department will also need a letter to the City Clerk to place the item on the Council Agenda
- Once the Common Council approves the legislation for award, the awardee(s) will be informed and will be asked to provide all required paperwork
- Once you have the qualified firms in place (Ordinance) they will then be allowed to bid on the project within the contract
- Once the department chooses the Bidder they will then
  - Fill out a Requisition Form
  - Submit a Requisition Request along with the Ordinance/Contract of what you are purchasing to your Procurement Specialist to enter into Help Desk

August 2019

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City Contracts/RFP

- Use the RFP process when you want to solicit proposals for service to potential firms
  - When requesting and RFP for Professional Services in excess of $10,000, listed below are the procedures to be followed by all departments
    - A formal letter addressed to the Budget Director from the Department Head requesting the issuance of the RFP along with the Request to Advertise form.
    - Provide, in MS Word, scope of services and a complete list of potential proposers (with complete addresses and emails)
    - The RFP will be advertised in the Syracuse newspaper for 5 days and copies will be sent to all potential proposers provided by the requesting department.
    - The opening date will be no earlier than 20 business days after the advertisement ends
    - The opening for recording the proposals is completely confidential and is not public
    - The Budget Director will convene with the Mayor and RFP committee will be selected.
    - After the committee reviews and has come to a decision, a letter of recommendation from the Department Head will be sent to the Budget Director along with the letter to.

August 2019

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City Contracts/Public Works Projects

August 2019

- For purchase of Public Works or Services over $35,000 a formal Engineering Construction Bid will be issued
- Contact the Department of Engineering
  - Generally they will need:
  - Scope of Project
    - What do you want to do
    - Amount the department has to spend
  - Engineering will then reach out to a few design firms to get work order which includes:
    - Description of services they will provide
    - Timeline
    - Fee

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City Contracts/Public Works Projects

- Once Engineering has the design complete
  - An APO will be created to encumber funds for the project and pay any and all invoices associated with this project
- Once the design portion is done:
  - A Bid for a City Contract will need to be done for the construction of the project
- Department of Engineering will put the project out to Bid
  - They will work with the department to ensure they are involved with the Bid meeting and with the selection of the Bid Awardee

August 2019

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City Contracts/Public Works Projects

- Once a contract is in place for the project:
  - Submit a Requisition Request Form
    - With the Contract number referenced for the creation of the APO for the vendor(s) who will be completing the project
  - Then send this to your Procurement Specialist to enter into Help Desk

August 2019

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Waiver of Formal Bidding

- At times, formal bidding is an inappropriate method to use to make a purchase.
- This may be the case when
  - Not enough time to allow for formal bidding
  - One source available who can meet the requirements
- Departments will need to forward this letter of request to the Budget Director
- The Budget Director will send a letter to the City Clerk requesting placement on the Common Council agenda.
  - Waiver needs to have specific information regarding the nature of the requirement, justification, money involved, budget account to be charged and from which the purchases will be made
- Waivers are only valid for the duration of the fiscal year in which they are issued

August 2019

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When an Ordinance is Needed

- You must have an Ordinance when no other Contract or Procurement procedure can be used
  - If **New Vendor** for the City a W-9 must be obtained **PRIOR** to getting an Ordinance
    - If **New Vendor** for the City a W-9 must be obtained so the vendor can be entered into the Vendor Supply table prior to any payments or PO's being created in PeopleSoft
  - Ordinance must be obtained **prior** to any good or service being started/ordered or completed/received for the City
  - Ordinance must have what the Vendor or person is doing for the City, account information as well as any time frame that the ordinance may cover

August 2019

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Adding a New Vendor – W-9

- New Vendor must turn in a W-9
- W-9 will be used to have the Correct name in the Vendor Table in PeopleSoft
  - Ensures that Ordinances don't have to be amended
  - Ensures Requisitions will be processed quickly
  - Ensures Payments will be processed quickly
- This is done PRIOR to Ordinance, Quote or Payment to the new vendor

August 2019

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Emergency Procurements

- Occasionally, emergency situations may arise which require that a procurement be made without following normal purchase procedures.
  - Emergency situations should be restricted to those times when delay in completing the procurement could result in jeopardy to persons or property and the situation leading to the emergency could not be normally anticipated.
  - Emergency operational needs will be allowed only with City Budget Department and County Purchase Division approval
  - If an emergency situation occurs, it must be documented and this documentation must be attached to the purchase order or payment.
    - Documentation could include:
      - Reason for the emergency request
      - Communication that shows the approval of either the Mayor or Budget Director

August 2019

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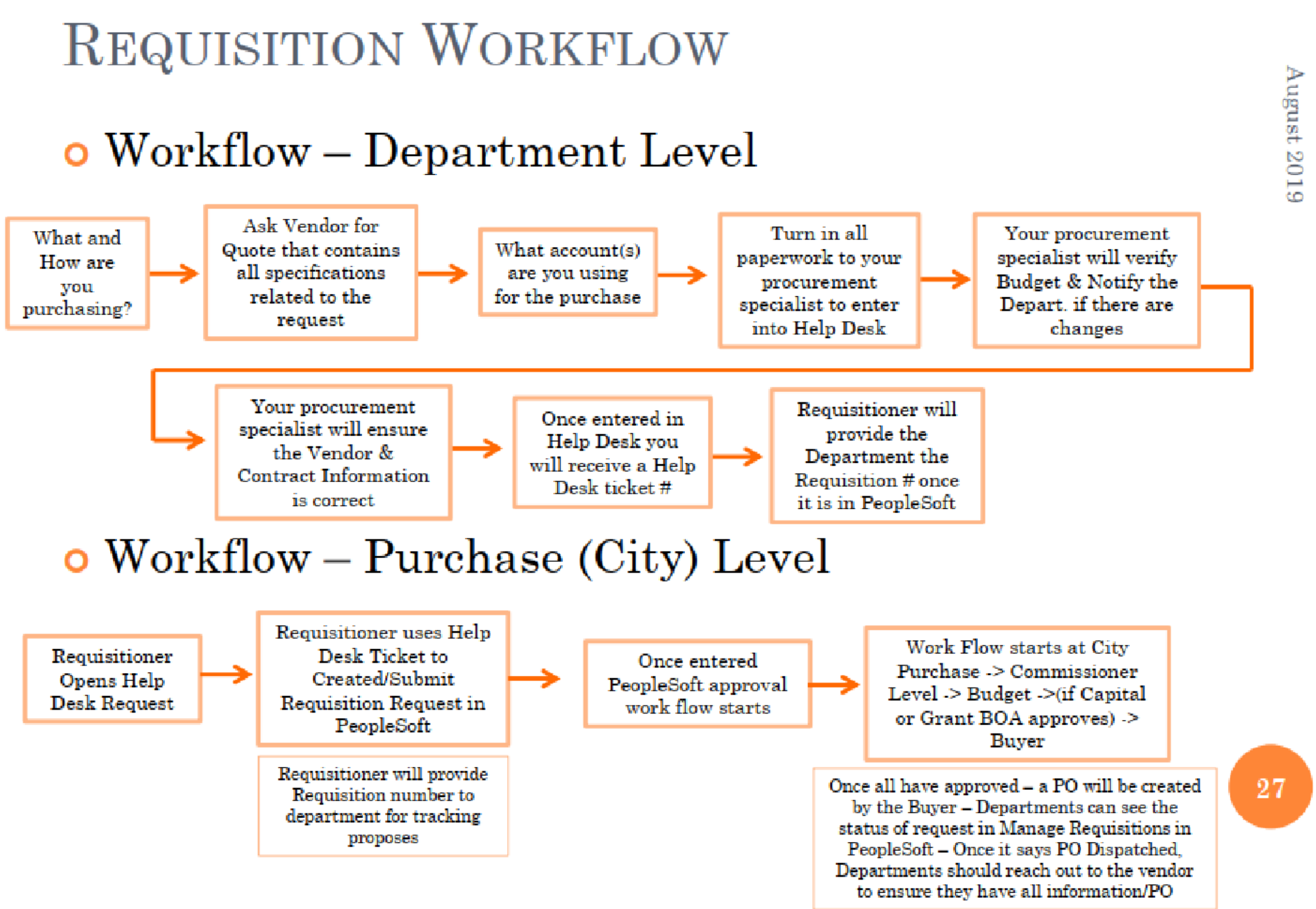
REQUISITION WORKFLOW
Workflow – Department Level
What and How are you purchasing?
Ask Vendor for Quote that contains all specifications related to the request
What account(s) are you using for the purchase
Turn in all paperwork to your procurement specialist to enter into Help Desk
Your procurement specialist will verify Budget & Notify the Depart. if there are changes
Your procurement specialist will ensure the Vendor & Contract Information is correct
Once entered in Help Desk you will receive a Help Desk ticket #
Requisitioner will provide the Department the Requisition # once it is in PeopleSoft
Workflow – Purchase (City) Level
Requisitioner Opens Help Desk Request
Requisitioner uses Help Desk Ticket to Created/Submit Requisition Request in PeopleSoft
Requisitioner will provide Requisition number to department for tracking proposes
Once entered PeopleSoft approval work flow starts
Work Flow starts at City Purchase -> Commissioner Level -> Budget ->(if Capital or Grant BOA approves) -> Buyer
Once all have approved – a PO will be created by the Buyer – Departments can see the status of request in Manage Requisitions in PeopleSoft – Once it says PO Dispatched, Departments should reach out to the vendor to ensure they have all information/PO
August 2019
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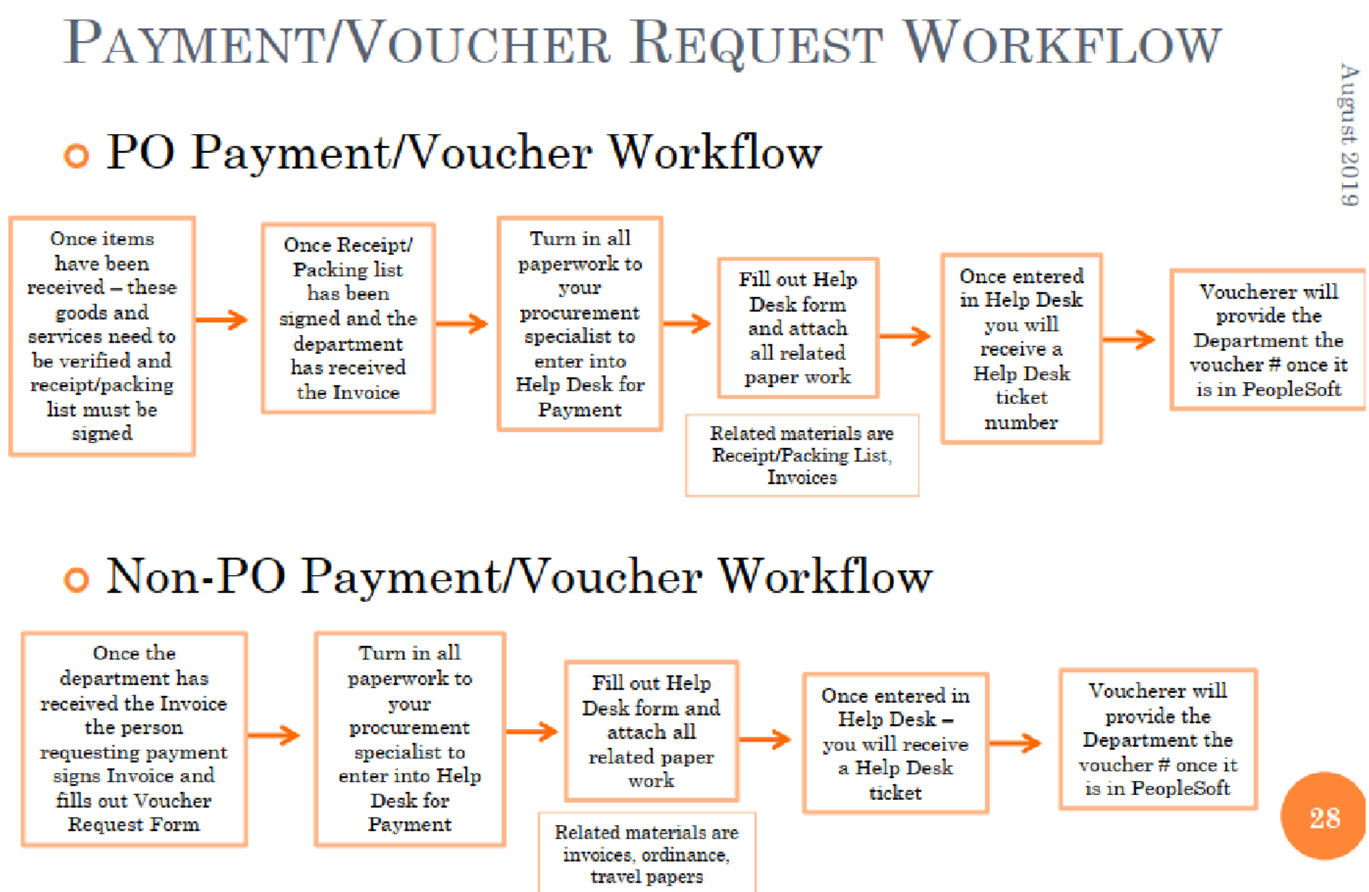
PAYMENT/VOUCHER REQUEST WORKFLOW
August 2019
PO Payment/Voucher Workflow
Once items have been received – these goods and services need to be verified and receipt/packing list must be signed
Once Receipt/ Packing list has been signed and the department has received the Invoice
Turn in all paperwork to your procurement specialist to enter into Help Desk for Payment
Fill out Help Desk form and attach all related paper work
Related materials are Receipt/Packing List, Invoices
Once entered in Help Desk you will receive a Help Desk ticket number
Voucherer will provide the Department the voucher # once it is in PeopleSoft
Non-PO Payment/Voucher Workflow
Once the department has received the Invoice the person requesting payment signs Invoice and fills out Voucher Request Form
Turn in all paperwork to your procurement specialist to enter into Help Desk for Payment
Fill out Help Desk form and attach all related paper work
Related materials are invoices, ordinance, travel papers
Once entered in Help Desk – you will receive a Help Desk ticket
Voucherer will provide the Department the voucher # once it is in PeopleSoft
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Recurring Voucher Payments

- Recurring Voucher should be utilized for any payment that is the same and made:
  - Monthly
  - Bi-Monthly
  - Quarterly
    - Things Such as:
      - Rental Payments
      - Security Payments
- Notify your Procurement Specialist when you put in your Requisition Request that the payments can be paid in this manner
- The Procurement Specialist will then process the paperwork in a manner that will cause this function to work

August 2019

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What the City Can Not Purchase

- Gift Cards
- Party Supplies
  - Exception is for City Sponsored Events
- Food
  - Exception is for City Sponsored Events
- Medication

August 2019

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WHAT ARE YOU PURCHASING

August 2019

- Figure out what you need to purchase
- What does the Item(s) or Service Cost
- Will this be a PO purchase or Non-PO Voucher
  - Non-PO Vouchers only are used for purchases accompanied by: Ordinances, Refunds, or Travel Papers
    - In some instances by City Charter
  - NOT all Ordinance should be Non-PO Vouchers
  - If you are using a Contract, the best practice is to set-up an APO so that we can utilize the contract tracking process in PeopleSoft. So we would need to have a quote to get this into the system
  - The following payments are examples of payments that are to be paid by PO:
    - US Postal Service
    - Subscription Services (i.e. West Publishing, Dickman)
- Get a Quote for the purchase
- Must have all specs for item(s)/service being requested
  - Any and all costs associated with purchase – i.e.: shipping charges, fuel surcharges, environmental fees, artwork or graphics, etc.
- Must have explanation of need

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Now that you have a Quote

- Does the quote have all information needed for the requisition request:
  - How would the vendor like to receive the Purchase Order
    - Email - If so get the email address and make sure it is on the request form
      - You can also direct the vendor to the County's vendor portal and they can enter their information directly into the system
    - Keep in mind if you give no direction on this PO's will be snail mailed from County Purchase to the Vendor
  - Description that will tell the buyer what you want specifically
  - Notes with any explanation for the need of said item(s) or service
  - Name of person to contact with any questions
    - Both internally (City) and Externally (Vendor)

August 2019

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DETERMINING THE ACCOUNT(S) FOR PURCHASE

- What account number are you using for purchase
- Is there enough money available for the purchase
- Is there more than one account needed for the purchase
  - If so must note what dollar amount for each account number being used
- If unsure what account – contact your Budget Analyst for direction

August 2019

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Paperwork Needed for Requisition

- Formal Quote from Vendor
  - Including:
    - Items or Service being requested
      - Specifying any needs required for items or service
    - Shipping fees – if any
    - Surcharges – if any
    - Delivery requirements – if any
    - NOTE – The City is Tax Exempt
      - Let the potential vendor know we are tax exempt
      - Ensure the quote omits tax
  - Ordinance – if one is being used
  - Contract – if one is being used
  - New Vendor – W-9

August 2019

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Submit a Requisition Request

- Using the Requisition Request form located in SharePoint
  - http://sharepoint2013/PeopleSoft/Requisition%20Form/Forms/AllItems.aspx
  - Fill out the Form
  - Be sure to include as much information as possible
- Open Help Desk
  - works best in Fire Fox operating system
  - http://helpdesk/EndUserPortal.jsp
- Click on Requisition Request
- Attach the Requisition Request Form and All Quotes, Ordinance, Contract information
  - The Help Desk request does not need a description of the request that should be on the Requisition Request Form
  - The reason is that the attached paperwork will follow the Requisition and can be used for reference every step in the process
- Click on Submit

August 2019

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Requisition Request Form

Department: API - API

Requisition Name:

What you want your requisition to be titled in PeopleSoft

Requester: Name:
Email:
Phone #:

Ship to Location: API   Date Needed:

Vendor: Annual PO: Yes No

Fill in the Account information only for what you require for the purchase

Amount:	Amount:
Account:	Account:
Fund:	Fund:
Department:	Department:
Project:	Project:

Only use for Grants and Capital projects Activity # is always 1

Amount:	Amount:
Account:	Account:
Fund:	Fund:
Department:	Department:
Project:	Project:

Only use for Grants and Capital projects Activity # is always 1

Amount:	Amount:
Account:	Account:
Fund:	Fund:
Department:	Department:
Project:	Project:

Only use for Grants and Capital projects Activity # is always 1

Customer #: If you have a customer # the vendor has given you please type it here

Contract #: contracted items must have contract attached - If you are getting both non-contract and contract items from the same supplier These MUST be on separate quotes

Ordinance #:

Vendor Preferred Method to receive PO

Method: EMAIL   email or fax:

Notes:

Please Attach Formal Quote From The Supplier

Any and All costs associated with this purchase should be on the quote - such as; shipping charges, fuel surcharges even if these are estimated.

Drop Down Menu   Check Box

updated 2/11/19 Tiger Team

REQUISITION REQUEST FORM

This is the Form that will need to be attached to the Help Desk Ticket for a Requisition Request.

The yellow highlighted sections are drop down menus. In those sections please select the department you are requesting a PO for. As well as the method of how the vendor wants to receive the PO(default is snail mail).

The Blue Boxes are check boxes that determine if this request is a PO or APO.

Fill out as much information as possible.

August 2019

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Change Order for APO

- You are able to Increase or Decrease your APO amounts
  - This will be done using the Requisition Request Form
    - On the form state in the notes section
      - APO number
      - Amount APO is changing too
      - Why the change is needed
    - Submit using the Help Desk same as any Requisition Request

August 2019

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How to Make a Payment – with a PO

- Once you have a PO, Receipt and Invoice
- The receipt needs to be verified and signed that the ordered item(s) or service is what was requested/ordered
- Highlight the following information on the Invoice - Invoice Number, Date, PO Number and Total
  - If the Invoice does not include the PO Number then it Must be written on the invoice by the department
- Open Help Desk
  - works best in Fire Fox operating system
  - http://helpdesk/EndUserPortal.jsp
- Click on Request a Payment
- Attach all paperwork required for payment
- Click on Submit

August 2019

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PO Receipt & Voucher Request Instructions

When submitting a Help Desk Ticket for a PO Voucher please be aware that the following should be done **PRIOR** to uploading the receipt and invoice.

Receipt

*****If no receipt needed skip to invoice instructions*****
(2 way match vendors/accounts)
i.e. Time Warner, Toshiba, Capital Accounts

Step 1: Must be verified and signed, name printed and dated on the day received (if you have a date stamp you can date stamp)
Step 2: Write PO followed by the number, Amount you are paying and the word "Receipt" on the packing slip/receipt and highlight all.

(If the receipt and invoice are the same write "Receipt & Invoice" instead)

Invoice

If No Receipt is required - write "PO ONLY" followed by PO Number then highlight both - the Invoice would then need to be signed and verified that goods or service was completed

Step 1: Highlight Invoice Number
Step 2: Write or stamp the date the invoice was received
Step 3: If listed - highlight Customer/Account Number
Step 4: Highlight Invoice Date
Step 5: Highlight Invoice Amount

Any comments, changes or instructions need to be highlighted

When attaching in Help Desk you may add as many attachments as you like per ticket - but limit each attachment to no more than 10 pages.

Please attach the receipt and then the corresponding invoice

Scan everything in COLOR so that the highlighted areas are easily visible

Scan pages Right Side up and No Blank pages

PO RECEIPT AND PAYMENT REQUEST

For PO payments the all information should be on the Receipt and Invoice that is being attached to Help Desk.

NON-PO VOUCHER REQUESTS

- Non-PO vouchers should be used only when NO other option is available
- Generally things that require Travel Papers are Non-PO Vouchers
- Things with Ordinances or Contracts Could be a Non-PO Voucher but not always
- Non-PO Vouchers always need to have a Non-PO Voucher Request Form turned in with all the rest of the paperwork to Help Desk
- If you are using an Ordinance or Contract and you will have more than one (1) payment attach a Contract Agreement Log

August 2019

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How to Make a Payment – Non-PO Voucher

- Once you have the Invoice
- Fill out a Non-PO Voucher Request Form located in SharePoint
  - http://sharepoint2013/PeopleSoft/Requisition%20Form/Forms/AllItems.aspx
- Highlight the following information on the Invoice - Invoice Number, Date and Total
- Open Help Desk
  - works best in Fire Fox operating system
  - http://helpdesk/EndUserPortal.jsp
- Click on Request a Payment
- Attach all paperwork required for payment
- Click on Submit

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Non-PO Voucher Request Form

Department: BUDGET - OMB

Requester: Name: / Email: / Phone #:

Invoice #: | Invoice Date:

Vendor: | Vendor ID:

For Single Pay Vouchers Only

Name:

Address:

Fill in the Account information only for what you require for the purchase

Amount: | Amount:

Account: | Account:

Fund: | Fund:

Department: | Department:

Project: | Project:

Only use for Grants and Capital projects Activity # is always 1

Amount: | Amount:

Account: | Account:

Fund: | Fund:

Department: | Department:

Project: | Project:

Only use for Grants and Capital projects Activity # is always 1

Amount: | Amount:

Account: | Account:

Fund: | Fund:

Department: | Department:

Project: | Project:

Only use for Grants and Capital projects Activity # is always 1

Budget Year:

Ord./Contract:

Description:

Handling Notes:

Drop Down Menu

updated 2/11/19 Tiger Team

NON-PO VOUCHER REQUESTS FORM

This is the Form that will need to be attached to the Help Desk Ticket for a non-PO Voucher Request.

The yellow highlighted sections are drop down menus. In those sections please select the department that is requesting a payment.

If it is a Single Pay Vendor than add the name and address for the Voucher Person

Fill out as much information as possible.

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QUESTIONS

August 2019

- Contact the Purchase Division at City Hall and one of us will be able to help you with your question or point you in the right direction for answers;
  - Annemarie Deegan – adeegan@syrgov.net
  - Jenna Vendetti – jvendetti@syrgov.net
  - Maria Vigliotti – mvigliotti@syrgov.net
- We are striving to make this process the best it can be, so inevitably changes will and need to happen, we will do our best to keep everyone in the loop as they do.

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Requisition Request Form

Department: COMMUNICATIONS - COM

Requisition Name:

What you want your requisition to be titled in PeopleSoft

Requester: Name:

Email:

Phone #:

Ship to Location: COM

Date Needed:

Vendor:

Annual PO: Yes No

Fill in the Account information only for what you require for the purchase

Amount:		Amount:	
Account:		Account:	
Fund:		Fund:	
Department:		Department:	
Project:		Project:	

Only use for Grants and Capital projects Activity # is always 1

Amount:		Amount:	
Account:		Account:	
Fund:		Fund:	
Department:		Department:	
Project:		Project:	

Only use for Grants and Capital projects Activity # is always 1

Amount:		Amount:	
Account:		Account:	
Fund:		Fund:	
Department:		Department:	
Project:		Project:	

Only use for Grants and Capital projects Activity # is always 1

Customer #: — If you have a customer # the vendor has given you please type it here

Contract & Bid#: — contracted items must have contract attached - If you are getting both non-contract and contract items from the same supplier These MUST be on separate quotes

Ordinance #:

Vendor Preferred Method to receive PO

Method: EMAIL email or fax:

Notes:

Please Attach Formal Quote From The Supplier

Any and All costs associated with this purchase should be on the quote - such as; shipping charges, fuel surcharges even if these are estimated.

Drop Down Menu Check Box

updated 2/11/19 Tiger Team

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PO Receipt & Voucher Request Instructions

When submitting a Help Desk Ticket for a PO Voucher please be aware that the following should be done **PRIOR** to uploading the receipt and invoice.

Receipt

*****If no receipt needed skip to invoice instructions*****
(2 way match vendors/accounts)
i.e. Time Warner, Toshiba, Capital Accounts

Step 1: Must be verified and signed, name printed and dated on the day received (if you have a date stamp you can date stamp)
Step 2: Write PO followed by the number, Amount you are paying and the word "Receipt" on the packing slip/receipt and highlight all.

(If the receipt and invoice are the same write "Receipt & Invoice" instead)

Invoice

If No Receipt is required - write "PO ONLY" followed by PO Number then highlight both - the Invoice would then need to be signed and verified that goods or service was completed

Step 1: Highlight Invoice Number
Step 2: Write or stamp the date the invoice was received
Step 3: If listed - highlight Customer/Account Number
Step 4: Highlight Invoice Date
Step 5: Highlight Invoice Amount

Any comments, changes or instructions need to be highlighted

When attaching in Help Desk you may add as many attachments as you like per ticket - but limit each attachment to no more than 10 pages.

Please attach the receipt and then the corresponding invoice

Scan everything in COLOR so that the highlighted areas are easily visible

Scan pages Right Side up and No Blank pages

Non-PO Voucher Request Form

Department: COMMUNICATIONS - COM

Requester: Name:
Email:
Phone #:

Invoice #: Invoice Date:

Vendor: Vendor ID:

For Single Pay Vouchers Only

Name:
Address:

Fill in the Account information only for what you require for the purchase

Amount:	Amount:
Account:	Account:
Fund:	Fund:
Department:	Department:
Project:	Project:

Only use for Grants and Capital projects Activity # is always 1

Amount:	Amount:
Account:	Account:
Fund:	Fund:
Department:	Department:
Project:	Project:

Only use for Grants and Capital projects Activity # is always 1

Amount:	Amount:
Account:	Account:
Fund:	Fund:
Department:	Department:
Project:	Project:

Only use for Grants and Capital projects Activity # is always 1

Budget Year:

Ord. # or Contract & Bid #:

Description:

Handling Notes:

Drop Down Menu

updated 2/11/19 Tiger Team

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Account Number	Account Name	Examples
510100	Salaries	Earnings of Full-Time Employees paid *bi-weekly*
510200	Wages F/T Weekly	Earnings of Full-Time Employees paid *weekly* - includes hazardous work pay
510300	Temporary Services P/T	Earnings of Part-Time or Temporary Employees paid *weekly or bi-weekly*
510400	Overtime Wages	
510500	Holiday Pay	
510600	Car Allowance	
510700	Nigh Shift Differential	
510800	Tool Allowance	
510900	Out of Title Pay	
511000	Uniform Allowance	
511100	Vaulted Pay	
511200	Contractual Obligations	
511300	Sick Time Buy Back	
511500	Police/Fire Injured on Duty	
515200	Light Duty	
519100	Less: Reimbursement from Other Funds	
519300	Less: Reimbursement from Sweeping & Flushing	
519700	Less: Reimbursement from Street Reconstruction	
519900	Less: Reimbursement from Special Grant Sources	Earnings reimbursed by grant sources

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Account Number	Account Name	Examples
520200	**Office Equipment & Furnishings**	**PARENT ACCOUNT**
520201	Office Equipment	Computers, printers, routers, network servers. POLICE DEPT. ONLY
520220	Office Furnishings	Filing Cabinets, workstations, desks - items over $5,000
520600	**Opertaing Equipment**	**PARENT ACCOUNT**
520610	Motorized Equipment	Lawn care Equipment, portable generator
520620	Technical Equipment	Hydraulic punch, portable vehicle lift, hydraulic lift, tire spreader
520630	Tools	Firefighting tools, hazmat equipment, jack hammer, roof cutter, electrian's tool sets, oil filters crusher
540100	**Motor Equipment Operating Supplies**	**PARENT ACCOUNT**
540110	Fuels	Gas, Diesel, natural gas
540120	Fluids	Windshield washer fluid, anti-freeze, grease, oil, lubricants, transmission fluid, fuel additive
540130	Fees	Insepction stickers, window tinting, license plate expense
540200	**Motor Equipment Repair Supplies & Services**	**PARENT ACCOUNT - Strictly for vehicular and motorized equipment**
540210	Automotive Repair Services	For repair services. Hydraulic, steering, brakes, fuel systems, engines, body, painting, towing fees, appraisal fees. Includes repairs to lawn care equipment
540220	Supplies	For repair parts and tools. Vehicle keys, locks, tires, automotive batteries, exhaust systems, other parts or technician's tools
540300	**Office Supplies**	**PARENT ACCOUNT**
540310	Printing Expenses	Copy machine rental, paper, ink cartridges, toner
540320	Office Supplies	Pens, pencils, notebooks, calculators, shelveing, telephones, desks, chairs, cabinets, drafting supplies. Includes minor office cleaning supplies such as screen or desk cleaner

Account Number	Account Name	Examples
540500	**Operating Supplies**	**PARENT ACCOUNT**
540510	Facilties Expense	
540511	*Facility Repair*	Includes materials and repair services, door locks, overhead door repair, elevator repairs, repairs to street lighting, roofing materials, saws, hammers, drills
540512	*Facility Maintenance Supplies*	Mops, brooms, shovels, other custodial/cleaning supplies, buidling security supplies, police garage supplies, chlorine for City pools
540513	*Facility Rental*	Includes rents for facilities, buidlings or land
540520	Emergency, Medical & Safety Expenses	Emergency management supplies, medical supplies, first-aid, fire extinguishers, disposable ear plugs, safety glasses
540530	Factual & Informational Expenses	Compliance handbooks, software licenses, database fees, manuals, directories, reference manuals
540540	Other Supplies & Materials	
540541	*Consumable Supplies & Materials*	Consumables: Paint, road salt, garbage bags, arts & craft supplies, mulch, taser supplies, ammo, carpet, lumber, gravel
540542	*Technical Devices & Tools*	Durable non-consumables: Fire hose, digital cameras, radios, TVs
540543	*Other Supplies*	Paint burshes, saw blades, traffic cones, trash cans, tarps, flags
540550	Manual & Other Services	
540551	*Manual Services*	Contracted snow removal, tree planting, stump removal, mowing, paving
540552	*Other Services*	Laundry services, rug rental, process servers, non office-related print services
540700	**Equipment Repair, Supplies & Services**	**PARENT ACCOUNT**
540710	Technical Devices & Tool Repair	Repairs to items classified as supplies. Taser repair, firearm repair, phone system maintenance, GPS maintenance, photographic equipment repair, mobile radio repair
540720	Technical Equipment & Tool Repair	Repairs to items classified as equipment, but are not vehicular or motorized equipment

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Account Number	**Account Name**	**Examples**
540800	**Uniforms**	**PARENT ACCOUNT**
540810	Uniforms: Female	
540820	Uniforms: purchase allowance	
540830	Uniforms: Other	
540840	Body Armor	
540850	Safety Shoes	
540860	Awards & Badges	
540900	**Uniform Allowance**	**PARENT ACCOUNT**
540900	Uniform Allowance	
541000	**Military Supplement Payments**	**PARENT ACCOUNT**
541000	Military Supplement Payments	
541100	**Utilities**	**PARENT ACCOUNT**
541110	Natural Gas	
541120	Electricity	
541121	Street Lighting	
541122	Other Electricity	
541130	Telephone	
541131	*Telephone Landlines*	
541132	*Telephone Celluar*	
541133	*Telephone Cards*	
541500	**Professional Services**	**PARENT ACCOUNT**
541510	Professional Services	Fire surgeon, outside legal representation, interpreter services, veterinary services, consulting engineers, insurance fees, referees, musicians, stenography
541600	**Travel, Training & Development**	**PARENT ACCOUNT**
541610	Travel Costs	Milage, hotels, meals, airfare, E-Z pass
541620	Training	Course registration fees, conferences
51630	Professional Development	Dues, memberships, association fees, subscriptions
541800	**Postage and Freight**	**PARENT ACCOUNT**
541800	Postage and Freight	
541900	**Public Information Fund**	**PARENT ACCOUNT**
541900	Public Information Fund	
542000	**Clinton Square Maintenance**	**PARENT ACCOUNT**
542000	Clinton Square Maintenance	
542500	**Police Training Classes**	**PARENT ACCOUNT**
542500	Police Training Classes	

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Account Number	**Account Name**	**Examples**
543000	**Payments to Other Governments**	**PARENT ACCOUNT**
543000	Payments to Other Governments	Recording fees, filing fees, court filing fees paid to other governmental entities. Includes payments to other governments for parking lot rentals
543500	**Payments to Other Funds**	**PARENT ACCOUNT**
543500	Payments to Other Funds	
59100	**Less: Reimbursements from Other Funds**	**PARENT ACCOUNT**
59100	Less: Reimbursements from Other Funds	
59300	**Less: Reimbursements from Sweeping and Flushing**	**PARENT ACCOUNT**
59300	Less: Reimbursements from Sweeping and Flushing	
59700	**Less: Reimbursements from Street Reconstruction**	**PARENT ACCOUNT**
59700	Less: Reimbursements from Street Reconstruction	

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Invoice Naming Standards	
C&S	Invoice #/(space)Period of Service
Firestone	DPW - 105772734
	Police - 104842852
	Water - 060720320
Goodyear	Customer #/(space)Invoice #
Herald Publishing/Syracuse Media	Account # /(space) Invoice # - if no Invoice # Last Date of Service
Onondaga Sheriffs	Index #/(space)tennant # - ****separate checks - internal disturbution****
Post Office	permit #
West Publishing/Thomson Reuters	Account # /(space)Invoice #
Any Medical Records Release	Invoice #(space)Med Recs(space)Last Name
Any Travel (outside vendors)	TRV/(space)Invoice #
Any Travel (staff/internal)	TRV(space)Last Name(space)Dates of Travel
Any Utiltiy	Account # /(space) Invoice # - if no Invoice # Last Date of Service
Any Reimbursement	REIMB(space)Last Name
Any Capital Project w/AIA Contract Sheet & No Invoice	EST #(number)(space)Date Range
Any Refunds	REF(space)Last Name
Any Referee	Referee(space)Dates of Service
Any Membership	Memb Fees(space)Year(space)Last Name
Any Law/Legal Payment	Invoice #/(space)Last Name
Any Credits	Invoice #,(space)Credit Number then CR (unless the vendor adds CR to the credit #)

All - Remit # 2
Atlanta

Payment Tab Changes	
Aramark	***REMIT #3***
AT&T Corp	***REMIT #4***
Davis Visiion	***REMIT #2***
Grainger	***REMIT #4***
Grainger/Safety Solutions	***REMIT #3***
Humana	***REMIT #2***
Kaeser Blair Inc	***REMIT #2***
Lanzy's Rad Svc	***REMIT #2***
Metropolitan Water Board	***REMIT #2***
MSC	***REMIT #5***
Onon Cnty Clerks (leg docs)	Supplier Id: 15315 ALWAYS INTERNAL DISTRIBUTION & SEPARATE CHECK
OCWA	Customer#/(Space)Account#/(space)Billing Date
Superior Plus	***REMIT #4***
Sutphen Corp	***REMIT #3***
Village of Skaneateles	*** internal distribution***
Gml207a	GML207a(payroll cycle dates) ****internal diestribution****
COS Tax Trust	TT Payoff Prop #

edited by Tiger Team 11/20/2018
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CITY OF SYRACUSE
REQUEST TO ADVERTISE

BILL TO:

The Department of ______________________________ needs
____
____

The estimated cost of $ ______________________ is chargeable to

Budget ________ Account No. ________ | Authorized by ______________
Capital ________ Account No. ________ | Date ________ No. ________
Local Assessment No. ______________ | Advertising to start on ______________
________ Account No. ________ | Bids to be received on ______________

Signed ______________

Dated ______________ Title ______________

Received by the Division of Purchase

on ______________ per ______________

The cost of advertising is to be about $ ______________

Dated ______________ Signed ______________
Director of Management & Budget

Approved for advertising in the amount of $ ______________

Dated ______________ Signed ______________
Commissioner of Finance

This contract is awarded to ______________
____

in the amount of $ ______________

Contract No. ______________ Date ______________

Signed ______________
Director of Management & Budget

Approved as to funds in the amount of $ ______________

Date ______________ Signed ______________
Commissioner of Finance

WHITE - DIVISION OF PURCHASE COPY PINK - BUREAU OF ACCOUNTS COPY CANARY - DEPARTMENT COPY

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Division of Purchase
Bid Request Form

Departments must complete the this form and submit to bids@ongov.net prior to a bid being advertised

1. **Bid Title:** ______________________________
2. **Department:** ______________________________
3. **Contact information for technical questions and pre-bid meeting information:**
   a. **Name:** ______________________________
   b. **Title:** ______________________________
   c. **Email:** ______________________________
4. **Funding source (if grant fund, include expiration date):** ______________________________
5. **Please describe any MWBE requirements that apply:** ______________________________
6. **Please give a brief summary of the department's need and the bid scope (2-3 sentences):**

7. **Is a pre-bid meeting required?** ______________________________
8. **Is this based on a previous bid (If known, include the prior bid number)** ______________________________
9. **Please attach a complete scope of the bid, including the following information, as applicable:**

- Technical description of materials
- Manufacturer's technical information
- Model number
- Recommended manufacturer
- Any applicable Federal, State, or Local requirements
- Additional information relevant to the bid proposal
- List services specifically not included in scope of work
- Drawings
- Installation requirements
- Size
- Color
- Any delivery requirements
- Any options desired
- Deliverables checklist

10. **If you have any preferred vendors, please include contact information in the space below:**

Vendor Name	Address	Contact name and email

11. **Pricing structure**

A. **Compare bids by price per:**

Unit ☐ Pounds ☐
Each ☐ Other (specify) ______________

Award bids:

In whole or in part ☐ By group ☐
In whole, only ☐ By item ☐

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Contract / Agreement Payment Record

Vendor:

Contract/Ordinance #

Date: From/To

Amount/Pricing:

Account Number(s):

Notes (If any):

Record of Payments

Date	Amount	Cumulative Amount	Vendor/ Retainage/ Misc.
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	

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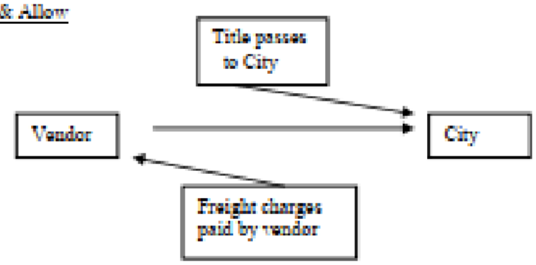
1. Terms of sale: F.O.B. Destination, Prepay & Allow

Vendor - pays freight charges
Vendor - bears freight charges
Vendor - owns goods in transit
Vendor - files claims (if any)

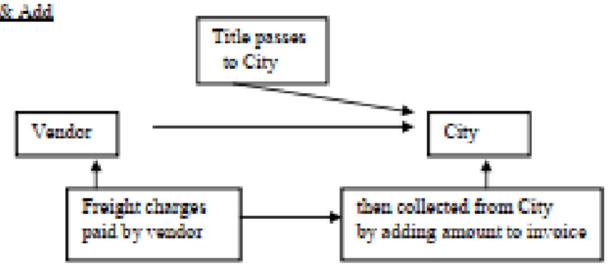
Vendor pays Freight



2. Terms of sale: F.O.B. Destination, Prepay & Add

Vendor - pays freight charges
City - bears freight charges
Vendor - owns goods in transit
Vendor - files claims (if any)

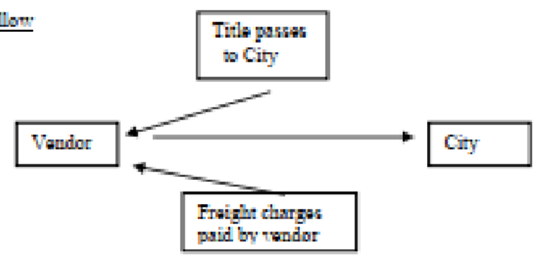
City pays Freight to the Vendor



3. Terms of sale: F.O.B. Origin, Prepay & Allow

Vendor - pays freight charges
Vendor - bears freight charges
City - owns goods in transit
City - files claims (if any)

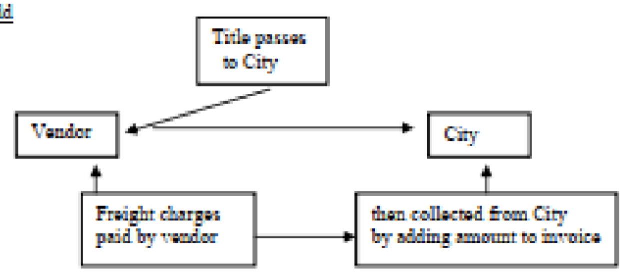
Vendor pays Freight



4. Terms of sale: F.O.B. Origin, Prepay & Add

Vendor - pays freight charges
City - bears freight charges
City - owns goods in transit
City - files claims (if any)

City pays Freight to the Vendor



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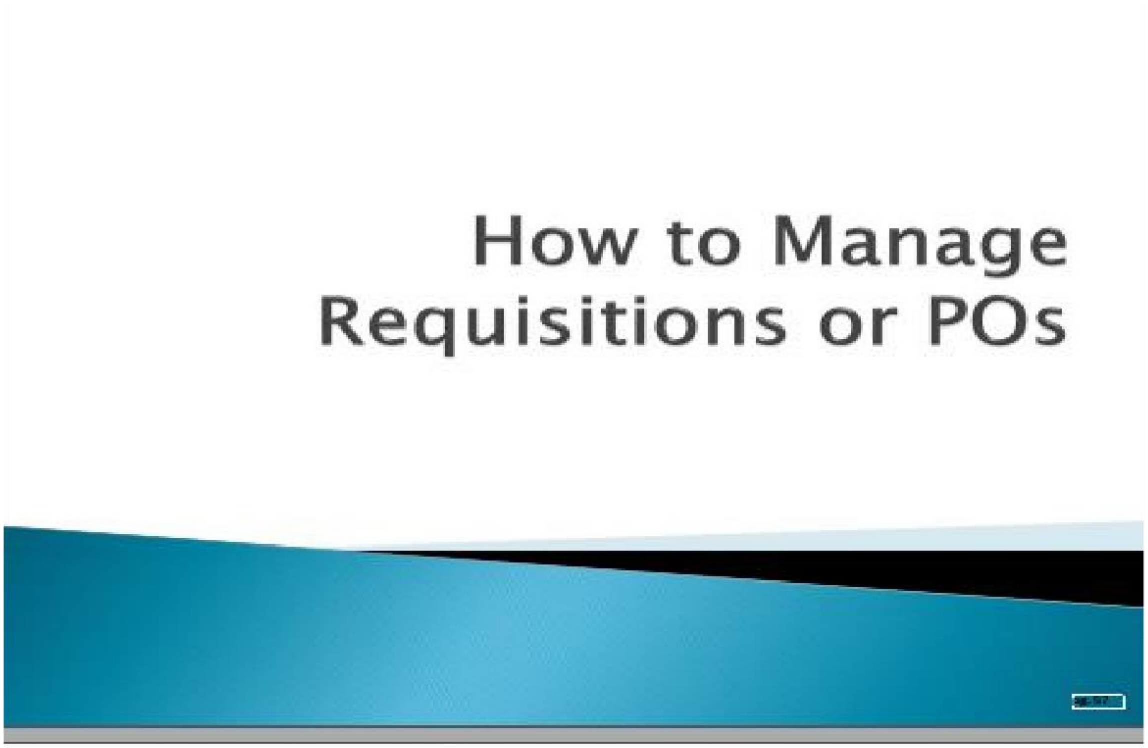
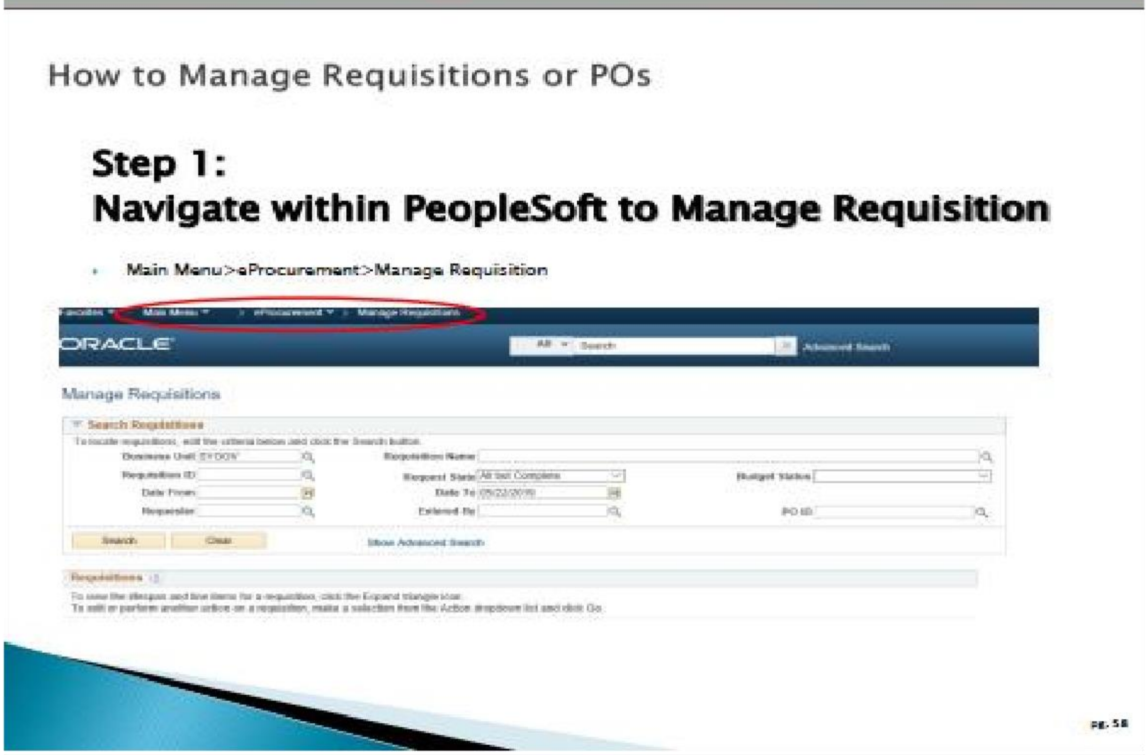
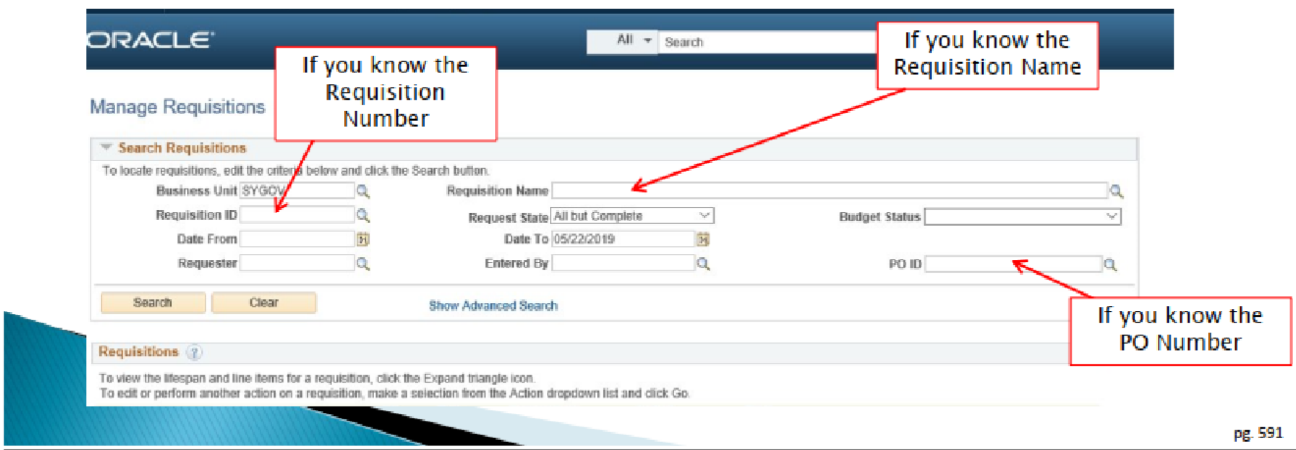

How to Manage
Requisitions or POs


How to Manage Requisitions or POs
Step 1:
Navigate within PeopleSoft to Manage Requisition
Main Menu>eProcurement>Manage Requisition
ORACLE
Manage Requisitions
Search Requisitions

How to Manage Requisitions or POs

Step 2:
Use the Criteria at the top of the Manage Requisition page to retrieve what you are searching for

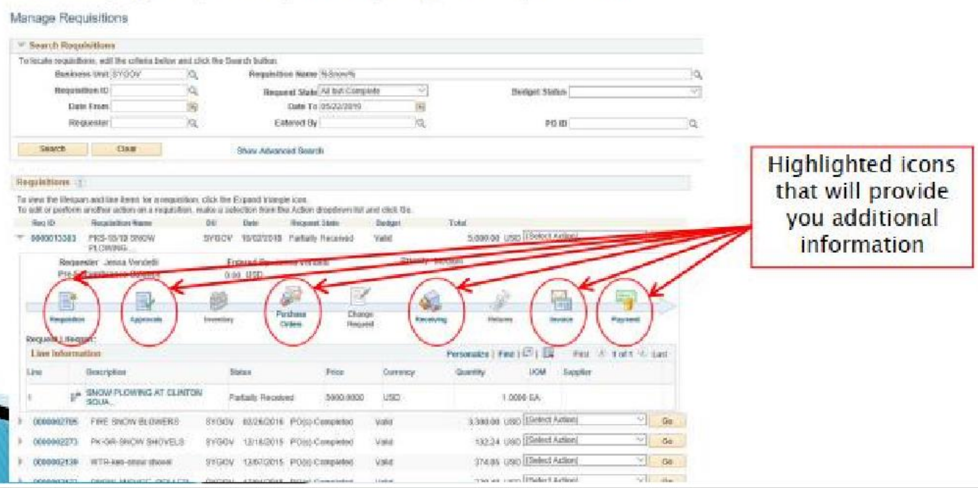
- You can use the wildcard characters to help with searches
  - Example – %Snow% – would retrieve all requisitions with Snow it there name
  - Search by any of the following:
    - Requisition ID, Date From, Requester, Requisition Name, Request State, Date To, Entered By, Budget Status or PO ID
    - Requisition Name should start with you 3 letter department designation from the Requisition or Non-PO Voucher Request Forms



How to Manage Requisitions or POs

Step 3:
Once you see the data row that you would like to view more information about

- Click the Expand icon to expand the displayed information
- Within the Description section of the page, click on the hyperlink to review more about the requisition or PO
- The system will then show you the picture oriented sequence of where the Requisition or PO is at in its lifecycle.
  - Each icon that is highlighted provides you the capability of viewing further detail



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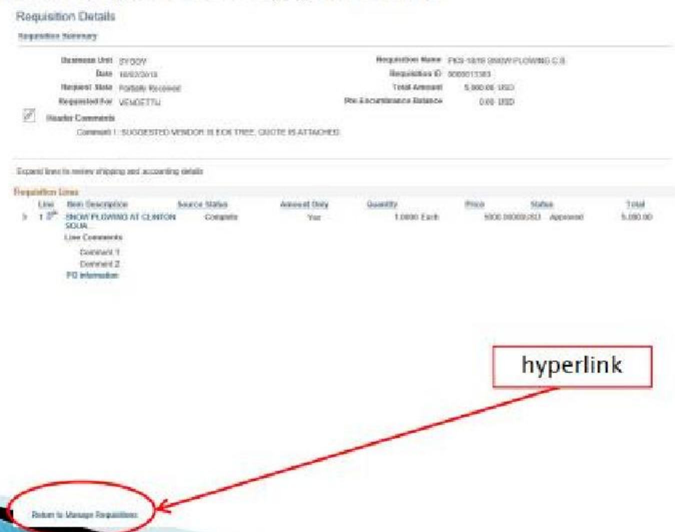
How to Manage Requisitions or POs

Step 4:
Once finished reviewing the Requisition or PO Details page information

- Click the Return to Manage Requisitions hyperlink to return to the previous page
- The link is at the very bottom of the page on the left



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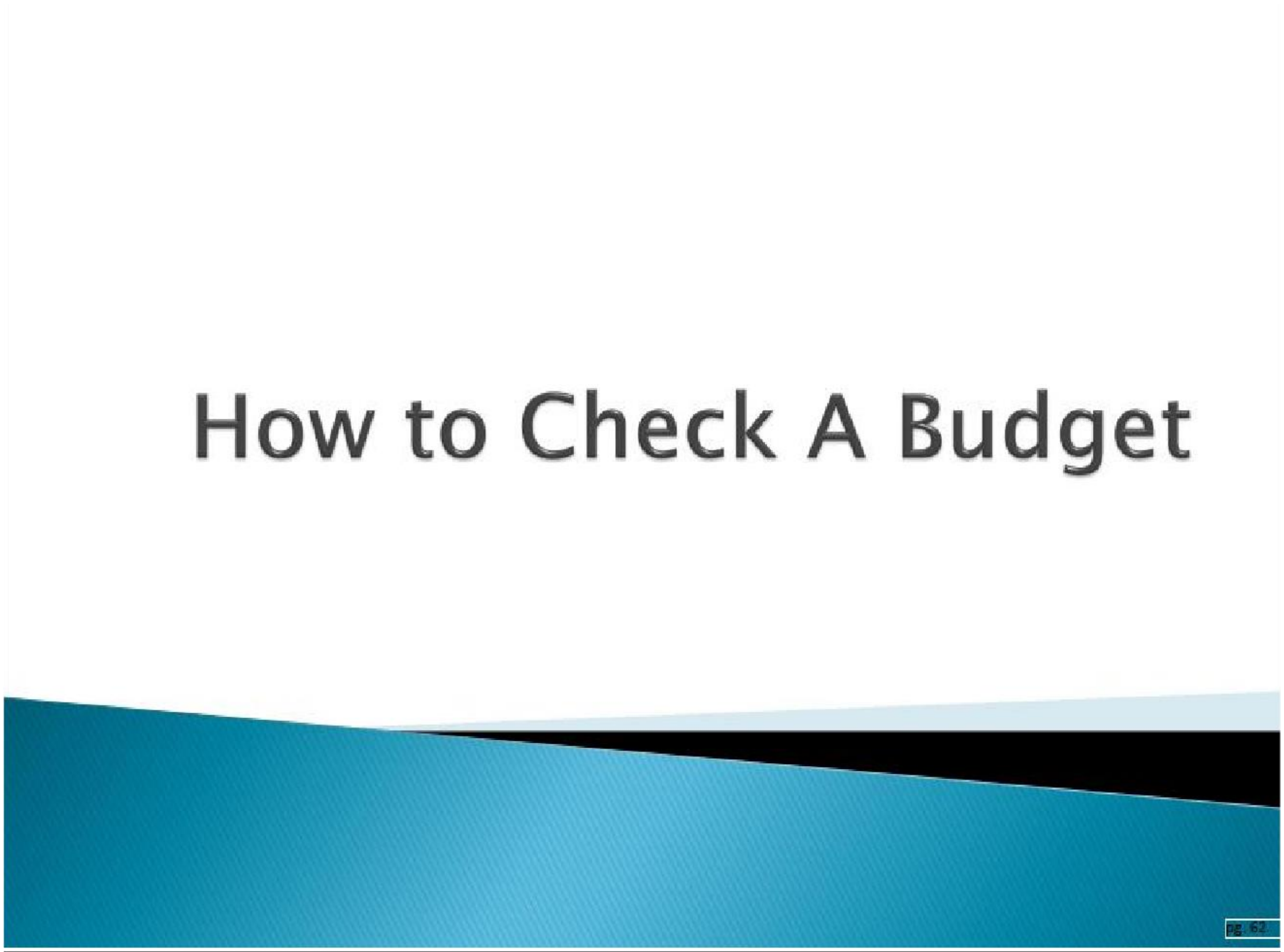
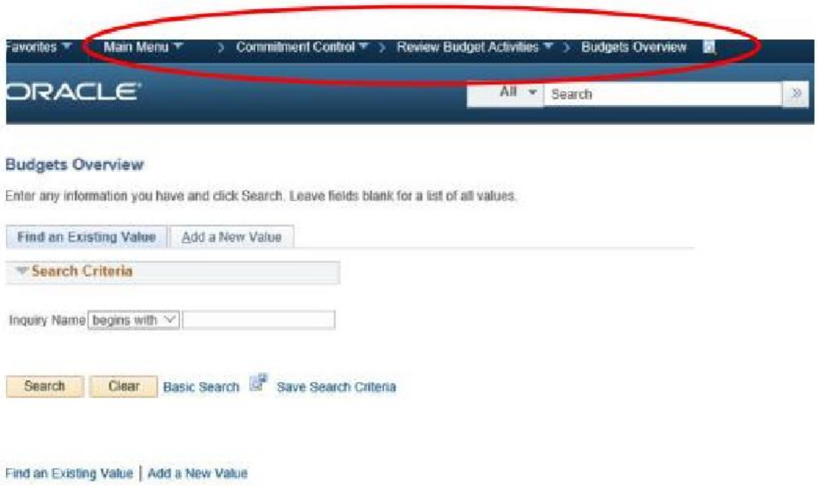

How to Check A Budget

How to Check A Budget

Step 1:
Navigate within PeopleSoft to Budget Overview

- Main Menu>Commitment Control>Review Budget Activities>Budget Overview



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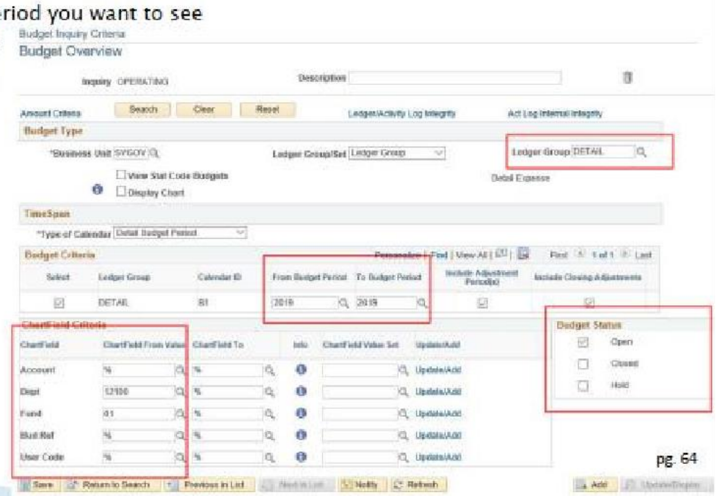
How to Check A Budget

Step 2:
Enter Inquiry Name

- The first time you create a search you will need to "Add a New Value" and Name It and Save It
- You will need to select a Ledger Group (DETAIL for Operating, PROJ for Capital/Grants)
- Ledger Groups – can be any of the following
  - DEPT_EXP = Department Expense; use to look up **operational dollars** by parent account
  - DETAIL = Detail Expense; used to look up **operational dollars by child account** (including Trust accounts)
  - PROJ_EXP = Project Expense; used to look up **capital and grant accounts**
  - REV = Annual Revenue; used to look up **revenue accounts**
- You will also need to specify the budget period you want to see
  - I.E. from 2016 to 2017 – if you want to see both Fiscal Years Keep in mind the year is the year ending date – meaning for Fiscal Year 2018/2019 you would put 2019 to see that budget
  - For Projects – Grants or Capital accounts DON'T ENTER A FISCAL YEAR
    - This is because they are open no matter the budget year



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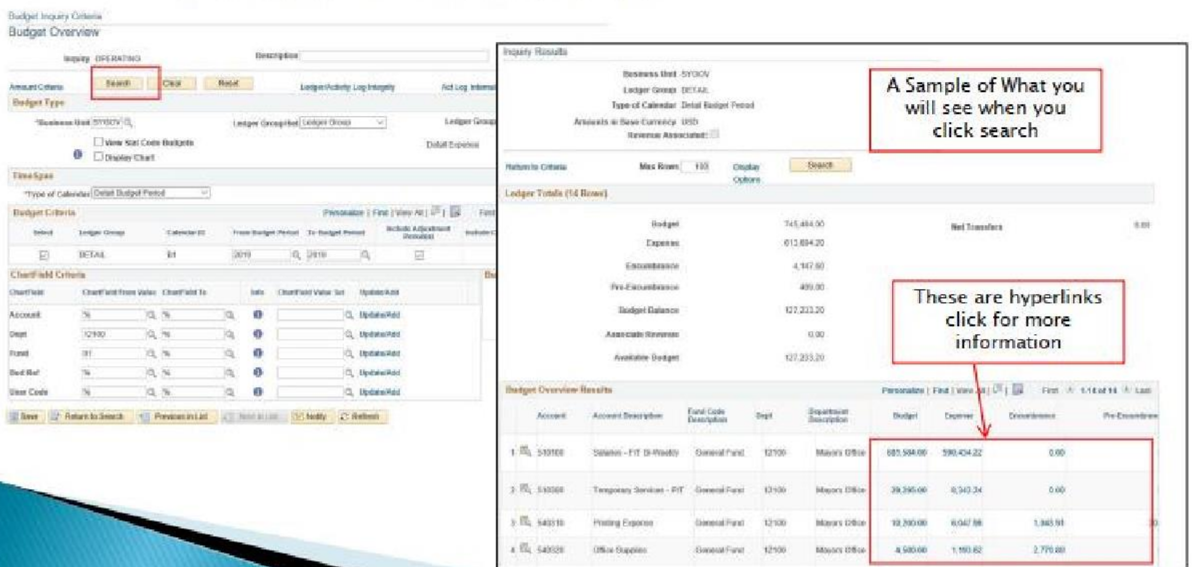
How to Check A Budget

Step 3:
Click Search

- Then click the Search button
  - Once you have clicked "Search" in the upper left corner, you will see each account line you've searched for. The numbers listed in each column are links, and if you click on them you will see a list of vouchers, requisitions or journal entries that sum to that amount



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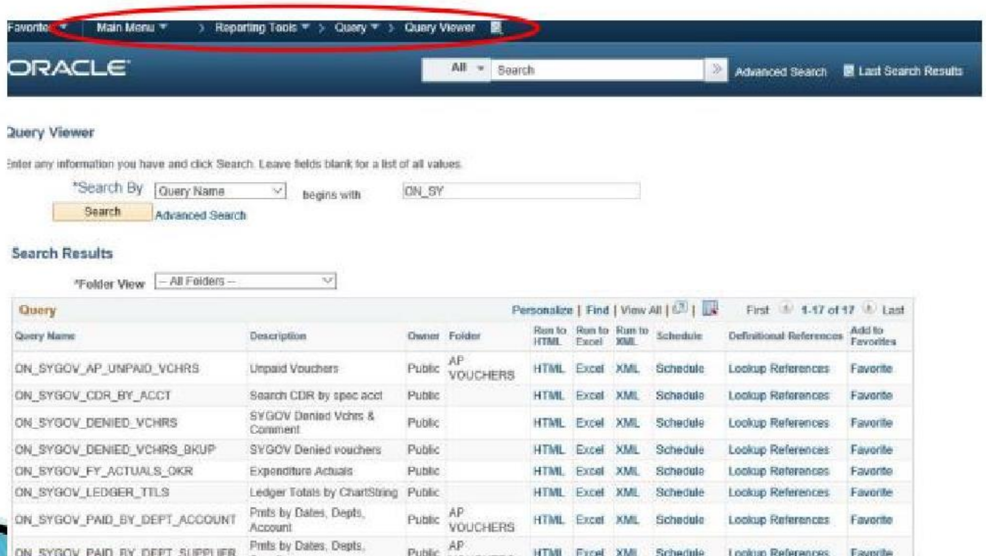
How to Run a Query

How to Run a Query

Step 1:
Navigate within PeopleSoft to Query Viewer

- Main Menu>Reporting Tools>Query>Query Viewer



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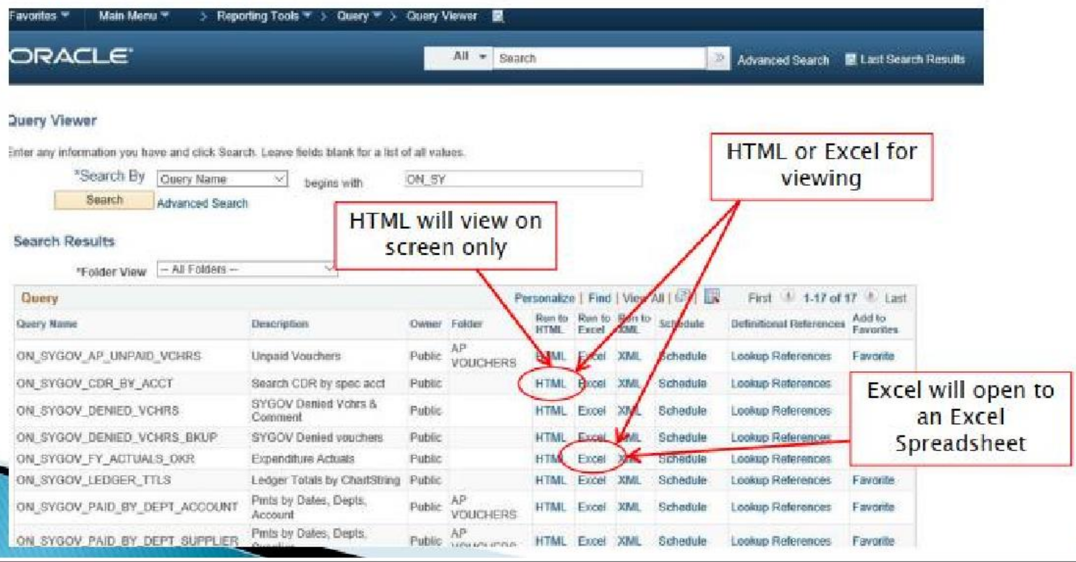
How to Run a Query

Step 2:
Pull up all City of Syracuse Queries

- In search field type "ON_SYGOV"
- This will show all of City of Syracuse Queries available to view
- To run a query you will need to select run to HTML (view on the screen only) or run to Excel (loads directly to an Excel spreadsheet)



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City of Syracuse Purchase Card Guide

Introduction

Welcome to the City of Syracuse Purchase Card Program. The purchase card is a new buying tool, which offers an alternative to the existing procurement processes. The purchase card is a MasterCard Purchase Card, which provides an extremely efficient and effective method of acquiring and paying for goods and services costing $1,000 or less; unless a higher amount is authorized by the Commissioner of Finance. The maximum number of authorized cards is fifteen (15).

Purpose

The intent of this purchase card program is to provide departments with a streamlined method of purchasing small dollar items, thereby reducing the volume of individual payments processed by the City to suppliers.

Use of the Purchase card will:

...Reduce the cost of processing routine transactions;
...Reduce the volume of paperwork when making a purchase:
...Decentralize purchasing authority for routine transactions up to $1,000;
...Allow for telephone/internet purchases;
...Improve department satisfaction; and
... Increase the number of suppliers available to the City

Use of the card will obligate the City to make payment for the goods and services received unless there is a dispute. The Department of Finance will be billed for all purchases made during the billing period. The Department of Finance will allocate back to individual department accounts for purchases made using that department's cards.

Individual/Department Purchase Card Guide

Introduction

The purchase card is another purchasing tool to allow departments more flexibility in acquiring needed goods and services. Individuals within departments will be issued purchase cards and a monthly statement will be sent or made available online to each cardholder for completion of monthly transaction review..

Acquiring the Purchase Card

- All employees, excluding temporary, contract and volunteer employees of the City, and as designated by the head of their department, may be permitted to obtain a purchase card. The number of cards is limited City Wide and only persons who make purchases should be issued them. The Commissioner of Finance must approve all cards issued.
- Eligible Departments must appoint a Departmental Card Coordinator.
- A "City of Syracuse Purchase Card Application" must be completed by the requesting cardholder and forwarded to the Departmental Card Coordinator. These cards, while issued to individuals, do not impact an individual's credit history nor does an individual's credit history play a part in determining issuing approval.
- Departmental Card Coordinator and the Department Head must approve and submit the application to the Commissioner of Finance for further processing.
- The Department of Finance will schedule training. Once complete, the "Cardholder Responsibility Form" must be signed and sent to the Commissioner of Finance. Employees should receive their card within 20 days.

- **Program Restrictions/Limitations**

  * Purchases for City business ONLY.
  * The City transaction limits are:
  * Transaction Maximum: $1,000 (including shipping)

Restricted Purchases

The following items **ARE NOT** to be purchased with the Procurement Card:

Alcoholic Beverages	Association Dues/Memberships
Cash Advances	Temporary Help
Firearms	Travel and Travel Related Expenses including Gasoline
Insurance	(Travel and Travel related expenses with pre-approved travel request authorizations are acceptable)
Professional Services	
Utilities	
Any items for personal use	
City Contract items	Capital Items.
Tobacco Products	Lottery Tickets
Flowers/Plants	Wrapping Paper / Note Cards / Gift Cards

Exceptions to the restrictions above may be provided on an individual basis. Exceptions are subject to pre-approval by the Commissioner of Finance. Questions relating to restricted purchases should be forwarded to the Commissioner of Finance prior to a purchase.

Restricted Vendor Categories

Certain categories of vendors have been restricted and the card will not be accepted at the merchant's check-out. These categories relate to the list of restricted purchases above but the restriction is not absolute. Cardholders are responsible for insuring purchases are appropriate and necessary for City purposes.

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Sales Tax Exemption

The City Purchase Cards will include the City Federal ID number to allow the merchant to not charge sales tax. The cardholder **must** inform the merchant at the time of sale that the purchase is tax exempt. Questions about sales tax exemption may be forwarded to the Department of Finance. If required, the Department of Finance will provide a sales tax exemption certificate to the merchant prior to the sale. The cardholder will be responsible for any sales taxes paid.

Disputed Items

Failure to receive goods	Altered Charges
Misuse	Fraud
Defective merchandise	Duplicate Charges
Incorrect sales amounts	Unprocessed credits

- Cardholder will contact vendor to resolve dispute.
- Cardholder will notify Departmental Card Coordinator of dispute and how resolved.
  If dispute is unresolved, cardholder will contact the Bank's Customer Service Department at the number listed on the back of the Purchase Card to notify the Bank of the disputed charge and complete all actions requested by the Bank to resolve the matter.

Statement Reconciliation

- Cardholders will forward monthly credit card statement and all supporting documentation to the Department Card Coordinator of your department. Cardholders will verify that purchases charged to their cards were in fact made and are appropriate.
- The Departmental Card Coordinator will prepare one monthly Statement Coversheet for all procurement card purchases under their authority, clearly identifying all funding sources and amounts. This includes any disputed or problem transactions. The total on this Statement Coversheet should equal the total of all the cardholder's statements. The Department of Finance will provide a statement coversheet template.
- The Statement Coversheet must be submitted to the Secretary to the Commissioner of Finance by the 10th of each month along with all original credit card statements and receipts. If the 10th is on a weekend, the Statement Coversheet must be submitted the Friday before the 10th.
- **Card Coordinators should not remit payment direct to the Bank.**

Lost or Stolen Cards

- To limit the City's liability, a lost or stolen card must be reported **immediately.**
- The Cardholder will contact the Bank's Customer Service Department at the number listed on the back of the Purchase Card and report the lost or stolen card. The card will no longer be useable once reported.
- Cardholder will notify the Departmental Card Coordinator who will request a replacement card from the Commissioner of Finance.

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Misuse of the Card

The following situations are examples of "misuse" of the procurement card:

- Using the purchase card for personal purchases.
- Using the purchase card for purchases which solely benefit the cardholder.
- Use of the purchase card by a suspended or terminated employee.
- Assignment or transfer of an individual card to an unauthorized individual.
- Lack of proper and timely reconciliation of cardholder statement.
- Insufficient or lack of supporting documentation
- Untimely submission of statement coversheet and the Bank statement.
- Using the purchase card in direct violation of set policies and procedures including use of card prior to official training.
- Attempting to evade the $1,000 transaction limit by splitting the purchase into several transactions.

Consequences of Misuse

Purchase cardholders are held accountable for all transactions related to their card(s), including those transactions made with cards they have delegated to another individual. Consequences of misuse of the procurement card will range from cancellation to disciplinary proceedings in accordance with City work rules.

Misuse of the procurement card will be handled promptly and uniformly for all cardholders. The Departmental Card Coordinator will notify the Commissioner of Finance of any misuse. This notification must be in writing and include any documentation supporting the claim.

Cancellation of Cards

- Cards may be canceled when personnel change, are reassigned or leave employment.
- Commissioner of Finance may cancel a cardholder's account for any valid reason.
- To cancel a card, cut the card in half and forward to the Commissioner of Finance.

Audits

Both internal and external auditors will perform periodic audits to ensure that the cardholders and their respective Departmental Card Coordinators are adhering to proper policies and procedures.

Audit steps will include reviews to ascertain that:

- Purchase cards are used for authorized purchase related only to City business.
- The City is not being charged sales tax for goods and services received.
- Proper documentation is maintained to support purchase card transactions.
- Supporting documentation and the related reconciliation are forwarded by the cardholder to the Departmental Card Coordinator.

Dissemination of Information

- The Departmental Card Coordinator will immediately give written notification of all updated or additional information required by the cardholder after receiving the information in writing from the Commissioner of Finance.

Contacts for Assistance

All questions should first be directed to the Departmental Card Coordinator. If unable to resolve, the Secretary to the Commissioner of Finance should be contacted.

Departmental Card Coordinator: ____

Commissioner of Finance:

Commissioner of Finance
Phone: 448-8279
Fax: 448-8424
Email:

City of Syracuse Department of Finance
Purchase Card Application:

Department: ____.

Name:____.
(how you want it to appear on the card)

Last 4 digits SSN:______________________________

Work phone number X___________________________

Date of Birth____________________
(MMDDYY)

Work Address____
(where you want your monthly statement sent, include zip.)

Home Address____

____

Home telephone number______________________________________

Email address ____

Password_____________________________
(4 letters, not numbers)

____

Request is: Existing card holder __________.
New card holder __________.

Department Card Coordinator:_____________________________

Title:____

Date:_________________________________

Department Head Approval: _________________________________.

Title: ____.

Date: ______________________________

Commissioner of Finance: Approved________ Denied_________
Date: __________________________

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CITY OF SYRACUSE PURCHASING CARD PROGRAM

CARDHOLDER RESPONSIBILITY

I acknowledge receipt of a City of Syracuse Purchasing Card issued by

I understand that:

1. The card is to be only for legitimate needs of my department
2. I will secure the card and insure that only I use it
3. I will adhere to the $1,000 single purchase limit
4. I will notify any vendor of the sales tax exemption and insure that no sales taxes are charged
5. I will obtain and save all sales slips, invoices, register receipts, etc. to turn in monthly with my statement to the departmental card coordinator
6. I will verify my purchase monthly to my department card coordinator
7. I will not use this card to obtain cash in any way
8. I will attempt to resolve disputes with vendors I transacted business with if any arise
9. I will report a lost or stolen card immediately
10. I will return this card when my employment ends, if I transfer to another department or if I no longer have use for it
11. Misuse of this card may result in termination of employment.

Signature: ____

Name: ____
(Please Print)

Department: ____

Date Received: ____

City of Syracuse Department of Finance August 2013
Purchase Card Guide

City of Syracuse Purchase Card Guide for Travel

Introduction

Welcome to the City of Syracuse Travel Card Program. This is a traditional City purchase card that can be used for travel ONLY. It is in addition to the Purchase Card Program. The purchase card is a MasterCard Purchase Card, which provides an extremely efficient and effective method of paying for approved Travel expenses for your department with a designated limit; unless a higher amount is authorized by the Commissioner of Finance based upon need.

Purpose

The intent of this purchase card program is to provide department heads or their designees with a streamlined method of paying for Travel expenses as well as streamlining the Travel Approval process.

Use of the Purchase card will:

...Reduce the cost/time of processing Travel expense refunds;
...Reduce the volume of paperwork when paying for Travel:
...Improve department satisfaction; and
...Increase the ease and availability to employees to make Travel arrangements

Use of the card will obligate the City to make payment for the services received unless there is a dispute. The Department of Finance will be billed for all purchases made during the billing period. The Department of Finance will allocate back to individual department accounts for purchases made using that department's cards.

***Please Note: The Travel Card is NOT allowed to leave the City and travel with an individual. The Card is ONLY to be used to make Travel arrangements prior to departure.**

Individual/Department Purchase Card Guide

Introduction

The purchase card is another purchasing tool to allow departments more flexibility in acquiring Travel related services. Department heads or their designee will be issued purchase cards and a monthly statement will be sent or made available online to each cardholder for completion of monthly transaction review.

Acquiring the Purchase Card

- Any Department with an annual Travel budget greater than $500 will be issued a Purchase Card for the Department contingent upon approval from the Commissioner of Finance. The Commissioner of Finance must approve all cards issued.

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- Eligible Departments must appoint a Departmental Card Coordinator, and supply the name of the Coordinator to the Commissioner of Finance. If the appointed Departmental Card Coordinator leaves their position with the City, a new Coordinator must be appointed immediately.
- A "City of Syracuse Purchase Card Application" must be completed by the Department Head and forwarded to the Departmental Card Coordinator. These cards, while issued to individuals, do not impact an individual's credit history nor does an individual's credit history play a part in determining issuing approval. Additionally, employees may not use points received from the use of the Purchase card for their own benefit.
- Departmental Card Coordinator and the Department Head must approve and submit the application to the Commissioner of Finance for further processing.
- The Department of Finance will schedule training. Once complete, the "Cardholder Responsibility Form" must be signed and sent to the Commissioner of Finance. Employees should receive their card within 20 days.

- **Program Restrictions/Limitations**

  * Purchases for City Approved Travel ONLY.
  * The City transaction limits are determined by each department's travel budget.
  * <u>Purchase cards are limited to Department Heads or their written designee. If a Department Head designates someone to be the cardholder, written permission must first be obtained from the Mayor's Office.</u>

Approved Purchases

The Travel Purchase Card is ONLY to be used to make purchases for Travel such as…
-Hotel
-Flights
-Registration Fees
-Rental Car

Sales Tax Exemption

The City Purchase Cards will include the City Federal ID number, allowing the merchant to honor the Sales Tax exemption. The cardholder <u>**must**</u> inform the merchant at the time of sale that the purchase is tax exempt. Questions about sales tax exemption may be forwarded to the Department of Finance. If required, the Department of Finance will provide a sales tax exemption certificate to the merchant prior to the sale. Please allow five (5) business days for this to be provided. The cardholder will be responsible for any sales taxes paid.

Disputed Items

Disputes include, but are not limited to:

- Failure to receive goods
- Altered Charges
- Fraud
- Unprocessed credits
- Duplicate Charges
- Incorrect sales amounts

If there is a dispute, the cardholder- is responsible for contacting the vendor to resolve it. . The Cardholder will notify Departmental Card Coordinator of any disputes and how they were resolved. If dispute is unresolved, the cardholder will contact the Bank's Customer Service Department at the number listed on the back of the Purchase Card to notify the Bank of the disputed charge and complete all actions requested by the Bank to resolve the matter.

Statement Reconciliation

- Cardholders will forward monthly credit card statements and all supporting documentation to the designated Departmental Card Coordinator. Cardholders will verify that purchases charged to their cards were in fact made and are appropriate, and initial the supporting documentation if all information is correct.
- The Departmental Card Coordinator will prepare one monthly Statement Coversheet for all procurement card purchases under their authority, clearly identifying all funding sources and amounts. This includes any disputed or problem transactions. The total on this Statement Coversheet should equal the total of all the cardholder's statements. The Department of Finance will provide a statement coversheet template.
- The Statement Coversheet must be submitted to the Secretary to the Commissioner of Finance by the **10th of each month** along with all original credit card statements and receipts. If the 10th is on a weekend, the Statement Coversheet must be submitted the Friday before the 10th. If the original credit card statement and supporting documentation is not timely received, the cardholder may be personally liable for the amount owed.
- **Card Coordinators should not remit payment direct to the Bank.**

Lost or Stolen Cards

- To limit the City's liability, a lost or stolen card must be reported **immediately.**
- The Cardholder will contact the Bank's Customer Service Department at the number listed on the back of the Purchase Card and report the lost or stolen card. The card will no longer be useable once reported.
- Cardholder will notify the Departmental Card Coordinator who will request a replacement card from the Commissioner of Finance.

Misuse of the Card

"Misuse" of the procurement card includes, but is not limited to:

- Using the purchase card for personal purchases.
- Using the purchase card for purchases which solely benefit the cardholder.
- Use of the purchase card by a suspended or terminated employee.
- Assignment or transfer of an individual card to an unauthorized individual.
- Lack of proper and timely reconciliation of cardholder statement.
- Insufficient or lack of supporting documentation
- Untimely submission of statement coversheet and the Bank statement.
- Using the purchase card in direct violation of set policies and procedures including use of card prior to official training.
- Attempting to evade the card limit by splitting the purchase into several transactions.
- Using the card for purchases other than travel.

Consequences of Misuse

Cardholders are held accountable for all transactions related to their card(s), including those transactions made with cards they have delegated to another individual. Consequences of misuse of the procurement card will range from cancellation to disciplinary proceedings in accordance with City work rules.

Misuse of the procurement card will be handled promptly and uniformly for all cardholders. The Departmental Card Coordinator will notify the Commissioner of Finance, as well as their Department Head, of any misuse. This notification must be in writing and include any documentation supporting the claim.

Cancellation of Cards

- Cards may be canceled when personnel change, are reassigned or leave employment.
- Commissioner of Finance may cancel a cardholder's account for any valid reason.
- To cancel a card, cut the card in half and forward to the Commissioner of Finance.

Audits

Both internal and external auditors will perform periodic audits to ensure that the cardholders and their respective Departmental Card Coordinators are adhering to proper policies and procedures.
Audit steps will include reviews to ascertain that:

- Purchase cards are used for authorized purchase related only to City business.
- The City is not being charged sales tax for goods and services received.
- Proper documentation is maintained to support purchase card transactions.
- Supporting documentation and the related reconciliation are forwarded by the cardholder to the Departmental Card Coordinator.

Dissemination of Information

- The Departmental Card Coordinator will immediately give written notification of all updated or additional information required by the cardholder after receiving the information in writing from the Commissioner of Finance.

Contacts for Assistance

All questions should first be directed to the Departmental Card Coordinator. If unable to resolve, the Secretary to the Commissioner of Finance should be contacted.

Departmental Card Coordinator: ____

Commissioner of Finance:

Commissioner of Finance
Phone: 448-8279
Fax: 448-8424
Email:

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City of Syracuse Department of Finance

Purchase Card Application:

Department: ____.

Name: ____.
(How you want it to appear on the card)

Last 4 digits SSN: _______________________________

Work phone number extension: ___________________________

Date of Birth_____________________
(MM/DD/YY)

Work Address: ____
(Where you want your monthly statement sent, include zip.)

Home Address: ____

____

Home telephone number: ____

Email address: ____

Password: _______________________________
(4 letters, not numbers)

Request is: Existing card holder __________.
New card holder __________.

Departmental Card Coordinator: _______________________________

Title: ____

Date: _____________________________________

Department Head Approval: __________________________________.

Title: ____.

Date: _______________________________

Commissioner of Finance: Approved_________ Denied__________
Date: ___________________________

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CITY OF SYRACUSE PURCHASING CARD PROGRAM

CARDHOLDER RESPONSIBILITY

I acknowledge receipt of a City of Syracuse Purchasing Card issued by

I understand that:

1. The card is only for legitimate Travel needs for my department.
2. I will notify any vendor of the sales tax exemption at the time of booking and insure that no sales taxes are charged.
3. I will obtain and save all sales slips, invoices, register receipts, etc. to turn in monthly with my statement to the departmental card coordinator.
4. I will verify my purchases monthly to my department card coordinator.
5. I will not use this card to obtain cash in any way.
6. I will attempt to resolve disputes with vendors I transacted business with if any arise.
7. I will report a lost or stolen card immediately.
8. I will return this card when my employment ends, if I transfer to another department or if I no longer have use for it.
9. Misuse of this card may result in termination of employment.

Signature: ____

Name: ____
(Please Print)

Department: ____

Date Received: ____

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Please select your Department below and submit with your Purchase Card Application.

Department	Credit Limit	Check the appropriate box…
Assessment	$1,500	
Audit	$300	
BOA	$1,500	
Budget	$500	
Clerk's Office	$550	
Codes	$4,500	
Common Council	$400	
CRB	$400	
DPW	$2,500	
Engineering	$1,000	
Fire	$4,500	
Innovation	$3,000	
IT	$2,500	
Law	$3,000	
Mayor's Office	$3,000	
NBD	$5,000	
Parking Violations	$200	
Parks	$2,000	
Personnel	$1,500	
Police	$10,000	
Research	$700	
Water	$1,800	

APPENDIX E—County Purchasing Law; Resolution # 361

December 16, 1991 540

2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 8. This resolution, which takes effect immediately, shall be published in full in The Syracuse Herald-Journal and The Post-Standard, the official newspapers of said County, together with a notice of the Clerk of the County Legislature in substantially the form provided in Section 81.00 of the Local Finance Law.

Section 9. This bond resolution shall supersede the previous bond resolution adopted for the specific objects or purposes herein authorized, being Resolution No. 366 of 1990.

ADOPTED. Ayes: 23 Noes: 0 Absent: 1 (Rice)

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Motion Made By Mr. Colon

RESOLUTION NO. 361

ADOPTING INTERNAL POLICIES AND PROCEDURES FOR THE PROCUREMENT OF GOODS OR SERVICES THAT FALL BELOW THE MONETARY BID LIMITS

WHEREAS, Article 5-A of the General Municipal Law was amended effective January 1, 1992 to add a new section 104-b which states that goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies in the best interest of the taxpayers of the County of Onondaga, and to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption; and

WHEREAS, this County Legislature is required to adopt internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of Section 103 of said article or of any other general, special or local law; now, therefore be it

RESOLVED, that the Onondaga County Legislature hereby adopts the following policies and procedures for procurements of goods and services which are not required to be made pursuant to competitive bidding requirements:

1. DETERMINATION OF WHICH PROCESS TO USE

Purchases for goods and services shall be evaluated to determine whether they are subject to competitive bidding by establishing the approximate dollar amount through budgetary cost estimates, analysis of past history, class-item summary, and/or departmental surveys.

If any purchases are under the bid limits, but suspected to exceed the limits, discretion shall be used and the bidding procedure will take effect.

2. GUIDELINES FOR QUOTING

a. ALL PURCHASES UNDER $10,000

Up to $1,000 The discretion of the Purchasing Agent

Over $1,000 to $2,999	Telephone Quotes - 2 vendor minimum
Over $3,000 to $9,999	Written Quotes - 3 vendor minimum
Over $10,000	Formal Bid

b. ALL PUBLIC WORKS CONTRACTS UNDER $20,000

Up to $3,000	The discretion of the Purchasing Agent
Over $3,000 to $5,000	Written Quotes - 2 vendor minimum
Over $5,000 to $19,999	Written Quotes - 3 vendor minimum
Over $20,000	Formal Bid

3. DOCUMENTATION

Documentation of actions taken is required. Written or telephone quotes shall be documented on, or attached to, existing Purchase Division forms. If a contract is awarded to other than the lowest responsible bidder, justification and documentation is required, setting forth the reasons such award furthers the purposes of Section 104-b.

4. EXCEPTIONS TO FORMAL BIDDING

a. Code Exceptions - Circumstances where bidding is not required are set forth in the Administrative Code, Section 6.17A (i.e., emergencies, the purchase of perishables, goods and medical supplies, repairs to damaged facilities, and purchase of replacement parts) and 6.17D of said Code (i.e., purchases from New York State and mandated sources).

b. Professional Services - Contracts which require professional methods, character, or standards, or require a state license to practice, or may be creative and specialized in nature are considered to be professional. The policy of the County in procuring these services is to encourage individuals/firms to submit a statement of qualifications and performance data to the using departments. Department heads shall evaluate this data, taking into consideration qualifications, experience, work force, work schedule, fees, etc. and make a selection based on the individual/firm that best meets their needs. The County follows the guidelines set forth in New York State Finance Law 136-a, which allows for a competitive process rather than competitive bidding.

c. Sole Source - When there is only one possible source from which to procure goods and/or services indicating that there is no possibility of competition.

d. True Lease - Prices will be obtained through the use of price quotations when possible. Evaluation of services and price by the using department shall determine the successful vendor.

and, be it further

RESOLVED, these policies and procedures shall be reviewed annually by this Legislature.

ADOPTED. Ayes: 23 Noes: 0 Absent: 1 (Rice)

• • •

Motion Made By Mr. Kraft

RESOLUTION NO. 362

AMENDING THE 1991 COUNTY BUDGET OF THE DIVISION OF HIGHWAYS TO ADJUST APPROPRIATIONS AND ESTIMATED REVENUES TO MAINTAIN A BALANCED

APPENDIX F – Departmental Questionnaire on Procurement Process

Department: ______________________ Completed by: ________________________

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?				
2	Do you find the current Procurement Manual useful?				
3	What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?				
4	Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)				
5	Would it be helpful to have additional training opportunities available to help better understand the Requisition process?				

6	**Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.**				
7	**Do you have access to current City and County contracts that pertain to your Department?**				
8	**Do you have access to view Contracts entered into PeopleSoft?**				
9	**Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?**				
10	**Are you able to view your department's budget balances in PeopleSoft?**				
11	**Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?**				

12	**Are you aware of any"naming standards" for the payment of your invoices?**				
13	**Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.**				
14	**Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.**				
15	**Please provide any other perinent information that you would like to share.**				

APPENDIX G –Responses to Departmental Questionnaires

Department: [redacted]___ **Completed by:** [redacted]_____

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?		X		
2	Do you find the current Procurement Manual useful?			X	Can't answer as the manual was never supplied
3	What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?		X		No training has been provided, through my 20 yrs with the City I have attained a general knowledge of the process . however would like to understand if there are changes etc.
4	Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)	X	X		Somewhat however frustrated with the process; as an Engineer it appears at times Eng. personnel are performing work duties which were typically performed by accounting personnel.
5	Would it be helpful to have additional training opportunities available to help better understand the Requisition process?	X			

6	**Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.**			X	N/A = not sure the intent of this question, as Engineer my main focus is to process payments for construction or consultants
7	**Do you have access to current City and County contracts that pertain to your Department?**	X	X		Yes, copies of City contracts however would like more access to County contracts which appear to be used by other Dept's.
8	**Do you have access to view Contracts entered into PeopleSoft?**				Not sure, what access rights I have in people soft
9	**Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?**				Not sure, what access rights I have in people soft
10	**Are you able to view your department's budget balances in PeopleSoft?**				Not sure, what access right I have in people soft but viewing balances would be helpful
11	**Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?**	X			

12	**Are you aware of any"naming standards" for the payment of your invoices?**		X		In Eng we either use the PIN # for federal aid or sometimes the contract X assigned by budget, however no naming conventions has been explained
13	**Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.**				Set up project via Helpdesk.....however frustrated at times as it appears others are not following up (i.e. submit first payment, accounting responds how are you going to pay......per the bond authorization/captial acc. you were supposed to set up!)
14	**Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.**				Roles/functions/Dept operations need to be better defined/smoother workflow......at times there is frustration that as Engineers we are having to perform more accounting tasks that accounting personnel used to do or should be doing.
15	**Please provide any other perinent information that you would like to share.**				

Department: [redacted] Completed by [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?		X		Don't think I have received one recently. Not sure where to find it in Sharepoint.
2	Do you find the current Procurement Manual useful?			X	
3	What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?				Emails? I know we get reminders via email on certain things. I "think" I am current.
4	Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)				I believe so.
5	Would it be helpful to have additional training opportunities available to help better understand the Requisition process?				I would probably be all set if I knew how to access the manual.

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.				I frequently use non-PO vouchers for certain contract payments that involve multiple vendors for same service and for time sensitive travel expenses.
7	Do you have access to current City and County contracts that pertain to your Department?				"mostly" I usually receive copies of City contracts but not sure on County
8	Do you have access to view Contracts entered into PeopleSoft?				I don't think so My permissions seem limited
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?				Yes I can access Purchase orders
10	Are you able to view your department's budget balances in PeopleSoft?				No. I don't seem to have that option. I have to bug my budget analyst.
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?				I believe I am proficient in requesting requisitions & vouchers but would LOVE access or training on looking at budget info.

12	Are you aware of any"naming standards" for the payment of your invoices?				as in starting with "DOC" for my department and use of "TRV" last names etc. ??
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.				Requisition request submitted then I get a Requisition #. Reg # can be used to look up PO number
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.				Maybe I just don't understand now but being able to track Travel Requests would be helpful
15	Please provide any other perinent information that you would like to share.				

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?	X			Issued 9/18/19
2	Do you find the current Procurement Manual useful?			X	
3	What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?			X	
4	Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)			X	
5	Would it be helpful to have additional training opportunities available to help better understand the Requisition process?	X			

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.				All refunds issued in CPC are for Duplicate Payments. We do not need an ordinance for these. Approx 10-20 per month.
7	Do you have access to current City and County contracts that pertain to your Department?		X		
8	Do you have access to view Contracts entered into PeopleSoft?		X	X	
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?			X	
10	Are you able to view your department's budget balances in PeopleSoft?			X	
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?	X			

12	Are you aware of any"naming standards" for the payment of your invoices?	X			
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.			X	
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.			X	
15	Please provide any other perinent information that you would like to share.			X	

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				PLEASE EXPLAIN IN DETAIL
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**		X		
2	**Do you find the current Procurement Manual useful?**			X	
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**				I had basic training years ago when the City went to Peoplesoft from BRC.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**		X		
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**	X			

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.		X		Non P.O. Vouchers not used very often. Purchase Req's are used for large sums and for vendors that do not have an APO with us.
7	Do you have access to current City and County contracts that pertain to your Department?	X			
8	Do you have access to view Contracts entered into PeopleSoft?				If I do, I don't know how to view them.
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?	X			
10	Are you able to view your department's budget balances in PeopleSoft?		X		
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?	X			

12	Are you aware of any"naming standards" for the payment of your invoices?		X		
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.			X	
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.				If a voucher goes into exceptions, I should be notified right away, Or I should have access to what is in exceptions.
15	Please provide any other perinent information that you would like to share.				

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**		X		i have the first one i was given somewhere
2	**Do you find the current Procurement Manual useful?**			X	honestly i never look at it
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**			X	i have not been offered any
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	X			
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**				as i am the only person who would train people, no

6	**Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.**		X		i use them mostly at the end of the year when there isn't enough time to get a PO and it is to another government entity or if it is correcting a mispayment of some sort that we cant set up a PO for
7	**Do you have access to current City and County contracts that pertain to your Department?**	X			
8	**Do you have access to view Contracts entered into PeopleSoft?**	X			
9	**Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?**	X			
10	**Are you able to view your department's budget balances in PeopleSoft?**	X			
11	**Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?**		X		

12	Are you aware of any"naming standards" for the payment of your invoices?	X			
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.				i receive quotes from the departments and enter the reqs into PS, i have an excel sheet to track all of my PO's and APO's from req to payment
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.				
15	Please provide any other perinent information that you would like to share.				

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**	Yes			Both
2	**Do you find the current Procurement Manual useful?**	Yes			
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**				I have been provided the manual as well as utilizing Sharepoint and I discuss with Annemarie Deegan, Director of Purchasing as well as our Budget representative if any questions arise.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	Yes			
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**	Yes			Additional training is always welcome.

6	**Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.**	No			NonPo's are used sparingly and are for mainly used for one time purchases or refunds.
7	**Do you have access to current City and County contracts that pertain to your Department?**	Yes			
8	**Do you have access to view Contracts entered into PeopleSoft?**	No			
9	**Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?**	Yes and No			I only have certain permissions in PS but can always contact our Budget representative for any information I may need that I do not have permissions to view.
10	**Are you able to view your department's budget balances in PeopleSoft?**	No			
11	**Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?**	Yes			Refresher and/or training are always great to continue.

12	**Are you aware of any"naming standards" for the payment of your invoices?**	Yes			
13	**Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.**				To set up our APO's/PO's, I submit a requisition request with the Budget, Dept and Account numbers that have been provided to our Dept. by our Budget rep and/or the Commissioner, along with the quote provided from the vendor. I submit using the Help Desk and tracking is done on an Excel worksheet's that I maintain.
14	**Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.**			x	
15	**Please provide any other perinent information that you would like to share.**			x	

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**		x		
2	**Do you find the current Procurement Manual useful?**				
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**				I have had discussions with the staff when necessary and attended a training that was held a few years ago.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	x	x		I understand it enough to pay the invoices received in our office and make the necessary requests for purchase orders, etc.
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**	x			

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.	x			I have used requisitions and also paid invoices through non-po vouchers.
7	Do you have access to current City and County contracts that pertain to your Department?	x			
8	Do you have access to view Contracts entered into PeopleSoft?		x		
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?		x		I have inquired about this recently and look forward to being able to look up this information in the future.
10	Are you able to view your department's budget balances in PeopleSoft?	x			
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?	x			

12	**Are you aware of any"naming standards" for the payment of your invoices?**		x		
13	**Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.**				After the budget has been approved by the Council, I think submit the required documents to request a purchase order. We have had some changes that now require an ordinance before a purchase order can be received which was something we did not have to do for contract services previously.
14	**Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.**	x			I believe it would be helpful to have a refresher course every year to ensure all department heads are aware of the changes in the procedures so that this process would not be frustrating to someone who has more duties than being the fiscal agent for their department.
15	**Please provide any other perinent information that you would like to share.**				See above.

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?	✓			
2	Do you find the current Procurement Manual useful?	✓			
3	What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?	✓			I received training from Annemarie Deegan and Darcy Burgan regarding submitting requisition requests and invoices for payment along with navigating Peoplesoft and Help Desk
4	Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)	✓			I've only been in the department since April 2022 but I think I understand my part of the requisition process pretty well
5	Would it be helpful to have additional training opportunities available to help better understand the Requisition process?	✓			I submit requisition request forms to HelpDesk but I don't enter the actual requisition into Peoplesoft. I wouldn't mind additional training going over this process in case I ever need to do it.

6	**Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.**		✓		The vast majority of vouchers paid were put through as purchase orders but there are some instances where they need to be paid using non-po vouchers, an example being the referees for youth basketball games, the referees vary so much from game to game that doing these all as purchase orders would be impossible.
7	**Do you have access to current City and County contracts that pertain to your Department?**	✓			
8	**Do you have access to view Contracts entered into PeopleSoft?**		✓		I may have access but I don't know how to view contracts in Peoplesoft. I do have a folder on the Parks Department folder that has copies of City and County contracts and I do receive email updates for new contracts
9	**Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?**	✓			
10	**Are you able to view your department's budget balances in PeopleSoft?**	✓			
11	**Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?**	✓			I am usually able to find all the information I need in Peoplesoft but additional training on other things it can do that I might not be aware of might be helpful.

12	Are you aware of any"naming standards" for the payment of your invoices?		✓		I have my own naming format I use for invoice attachments I submit to be paid "INV (name of vendor) (invoice number)" but I didn't know there was an official naming format.
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.				I submit a quote along with a requisition request form for purchase orders into HelpDesk. I then monitor this as it gets entered into Peoplesoft and goes through the approval process till the PO is dispatched. When I receive the invoice from the vendor, I confirm that the item/service was received and then I submit the invoice to HelpDesk for a voucher to be issued. Every step of this process is logged in a Parks requisitions spreadsheet.
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.				I receive an update email whenever a requisition has been approved by the county buyer but it would also be helpful if another email was sent automatically letting you know when the purchase order was dispatched
15	Please provide any other perinent information that you would like to share.				

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**		X		I do not have a copy of the Procurement Manual and I am not sure where to access the manual online or in Sharepoint.
2	**Do you find the current Procurement Manual useful?**			N/A	I do not have a copy of the Procurement Manual and I am not sure where to access it.
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**			N/A	I was trained by Stacy Jennis, the Assistant Director of Purchasing. If there is an update to policies or procedures I receive an email from Annemarie regarding them.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**				I believe I fully understand the requisition process.
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**				I think update training is always helpful to go over and refresh the process.

6	**Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.**		x		Non PO vouchers are occasionally used for 1 time a year payments for example: insurance payments, funding agreements (OHA, Literacy Coalition, etc). If I have a question about a Non PO being acceptable I will reach out to Annemarie to verify. FY22 we had to use Non PO vouchers to pay for Spectrum and Verizon invoices due to working with the County and the providers to get all locations and lines on NYS contract. All lines and locations have been added to the NYS Contracts and all Spectrum and Verizon invoices are back to being paid on APO's for FY23.
7	**Do you have access to current City and County contracts that pertain to your Department?**	x			Yes, I have access to all Contracts.
8	**Do you have access to view Contracts entered into PeopleSoft?**	x			Yes, I have access to view Contracts.
9	**Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?**	x			Yes, I am able to view Purchase Orders and all pertinent information.
10	**Are you able to view your department's budget balances in PeopleSoft?**	x			Yes, I am able to view my department's budget in PeopleSoft.
11	**Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?**				I believe update training is a useful tool to help refresh everyone in the correct process.

12	Are you aware of any"naming standards" for the payment of your invoices?				I am not sure what is meant by "naming standards" so I am not aware.
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.				I fill out the requisition request form, enter it into the HelpDesk, part of the Finance team enters my req request into PeopleSoft, I receive an email notification once it has been submitted into PeopleSoft. I keep track of the progress in PeopleSoft and will receive an email from County once the PO/APO is created.
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.				
15	Please provide any other perinent information that you would like to share.				

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**	X			
2	**Do you find the current Procurement Manual useful?**	X			EASY ENOUGH TO FOLLOW AND IF SOMETHING WAS UNCLEAR I JUST ASKED FOR CLARIFICATION
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**	X			I WAS ON THE ORIGINAL PEOPLESOFT TEAM SO I UNDERSTAND IT PRETTY WELL. WHEN I STARTED DOING REQS AGAIN I WAS GIVEN A TRAINING TO SHOW ME ANY CHANGES AND ASK QUESTIONS. AFTER TRAINING, I COULD EMAIL WITH ANY FOLLOW UPS AND I WAS ANSWERED WITH A GOOD TURN AROUND TIME.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	X			
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**	X	X		FOR ME PERSONALLY, NO. HOWEVER, COULD SOMEONE ELSE NEED ONE, MAYBE. IT SHOULD BE OFFERED AND SEE HOW MANY PEOPLE SIGN UP FOR IT.

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.		X		NON-PO VOUCHERS ARE FOR CERTAIN REASONS; MOST INVOICES SHOULD BE PAID ON A PO.
7	Do you have access to current City and County contracts that pertain to your Department?	X			
8	Do you have access to view Contracts entered into PeopleSoft?	X			
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?	X			
10	Are you able to view your department's budget balances in PeopleSoft?	X			
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?	X	X		SAME ANSWER AS NUMBER 5

12	Are you aware of any"naming standards" for the payment of your invoices?	X			
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.	X			FILL OUT ALL PAPERWORK AND SUBMIT ALL ITEMS; THEN I TRACK IN MY OWN SPREADSHEET AND UPDATE WITH ANY INFO I RECEIVED
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.			X	
15	Please provide any other perinent information that you would like to share.			X	

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**	YES			
2	**Do you find the current Procurement Manual useful?**	YES			
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**				I WAS PROVIDED THE PROCUREMENT MANUAL AND HAD A WEBEX MEETING WITH ANNEMARIE DEEGAN TO WALK THROUGH THE MANUAL AND TO GO OVER PEOPLESOFT WHEN I FIRST WAS HIRED WITH THE CITY.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	YES			THERE HAVE BEEN SOME INSTANCES WHERE I NEEDED FURTHER GUIDANCE ON HOW BEST TO HANDLE A REQUEST, ACCOUNTS PAYABLE TEAM HAS BEEN VERY HELPFUL DURING THOSE TIMES.
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**	YES			I THINK TRAINING IS ALWAYS A GOOD IDEA.

6	**Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.**		NO		NON-PO VOUCHERS ARE USED WHEN HAVING TO REFUND ACTIVE OR RETIRED CITY EMPLOYEES WHO HAVE OVER PAID FOR HEALTH /DENTAL INSURANCE DEDUCTIONS AND WHEN SUBMITTING AN INVOICE FOR PAYMENT THAT IS DATED IN A PREVIOUS FISCAL YEAR.
7	**Do you have access to current City and County contracts that pertain to your Department?**		NO		I HAVE ACCESS TO THE CITY CONTRACTS. I DO NOT HAVE DIRECT ACCESS TO THE COUNTY CONTRACTS, IF I NEED ANY OF THOSE CONTRACTS ANNEMARIE DEEGAN IS ALWAYS ABLE TO ASSIST.
8	**Do you have access to view Contracts entered into PeopleSoft?**				I MIGHT HAVE ACCESS HOWEVER I HAVE NEVER USED THIS FUNCTION BEFORE.
9	**Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?**	YES			
10	**Are you able to view your department's budget balances in PeopleSoft?**	YES			
11	**Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?**	YES			EXTRA TRAININGS ARE ALWAYS HELPFUL.

12	**Are you aware of any"naming standards" for the payment of your invoices?**	YES			THE INVOICES NEED TO HAVE THE CITY OF SYRACUSE ON THEM. WHEN CREATING A REQUISITION REQUEST FORM AND NAMING THE REQUISITION IT NEEDS TO HAVE THE DEPARTMENTS INITIALS AND A DESCRIPTIVE WORD/S FOR WHAT THE DEPARTMENT WANTS TO PURCHASE.
13	**Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.**				I SUBMIT TO THE IT HELPDESK A REQUISITION REQUEST FORM (THIS INDICATES THE TOTAL AMOUNT OF THE PO, AN EXPLANATION OF WHAT IS WANTED TO BE PURCHASED, THE BUDGET ACCOUNT NUMBER TO BE CHARGED TO, SUPPLIER INFORMATION, AND THE DEPARTMENT REQUESTING THE PO) AND EITHER A QUOTE OR A CONTRACT/ORDIANCE AS SUPPORTING DOCUMENTATION. ONCE SUBMITTED TO THE HELPDESK I RECIEVE NOTIFICATION VIA E-MAIL LETTING KNOW WHEN THE REQUISITION HAS BEEN SUBMITTED INTO PEOPLESOFT. FROM THERE I AM ABLE TO CHECK IN PEOPLESOFT THE PROGRESS OF THE APPROVAL PROCESS AND ANY NOTES LEFT.
14	**Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.**			N/A	
15	**Please provide any other perinent information that you would like to share.**			N/A	

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?		X		I have not been provided with the current procedure manual. I will try to access the manual from Sharepoint
2	Do you find the current Procurement Manual useful?				Haven't reviewed the manual yet. I'm not sure who will be assigned to procurement duties in NBD
3	What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?			X	
4	Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)	X			Yes, but I definitely could use a refresher
5	Would it be helpful to have additional training opportunities available to help better understand the Requisition process?	X			

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.				I'm not totally sure. NBD does get additional money from Grants
7	Do you have access to current City and County contracts that pertain to your Department?	X			
8	Do you have access to view Contracts entered into PeopleSoft?				Not sure. I haven't accessed the contracts in a while
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?	X			
10	Are you able to view your department's budget balances in PeopleSoft?		X		
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?				Definitely

12	Are you aware of any"naming standards" for the payment of your invoices?		X		
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.				
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.				
15	Please provide any other perinent information that you would like to share.				

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				PLEASE EXPLAIN IN DETAIL
1	Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?		X		COPY I HAVE IS FROM 2019. NO SHAREPOINT ACCESS AS POLICE IS ON A DIFFERENT IT NETWORK.
2	Do you find the current Procurement Manual useful?		X		DON'T THINK I'VE EVER USED IT.
3	What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?			X	NONE. BASICALLY TAUGHT MYSELF.
4	Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)	X			
5	Would it be helpful to have additional training opportunities available to help better understand the Requisition process?		X		

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.		X		RENT. REIMBURSEMENTS TO EMPLOYEES. MOU PAYMENTS.
7	Do you have access to current City and County contracts that pertain to your Department?	X	X		HAVE ACCESS TO COUNTY CONTRACTS. NO IDEA WHERE CITY CONTRACTS ARE LOCATED.
8	Do you have access to view Contracts entered into PeopleSoft?	X			SORT OF. DOCUMENTATION IN PEOPLESOFT DOESNT REALLY EXIST.
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?	X			
10	Are you able to view your department's budget balances in PeopleSoft?	X			THESE AREN'T ALWAYS ACCURATE THOUGH.
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?		X		WHAT WOULD HELP IS MORE FUNCTIONALITY IN PEOPLESOFT.

12	Are you aware of any"naming standards" for the payment of your invoices?	X			VAGUELY. WE AREN'T INFORMED WHEN THEY CHANGE.
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.			X	PURCHASE REQUESTS SHOW UP ON MY DESK. ENTER INTO PEOPLESOFT. ENTER INTO SPREADSHEET. WAIT FOR PO. NOTIFY REQUESTOR.
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.			X	MORE FUNCTIONALITY. LINK REQS AND POS AND VOUCHERS. MAKE QUERIES EASY TO USE.
15	Please provide any other perinent information that you would like to share.			X	THROW OUT PEOPLESOFT AND MOVE TO A MODERN PLATFORM LIKE SAP.

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**		X		I was not provided with the Procurement Manual and I'm not able to access the manual from Sharepoint.
2	**Do you find the current Procurement Manual useful?**			X	I was never provided with the Procurement Manual so I'm unable to answer that question.
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**				No training was ever provided or offered to me in regards to the current Procurement policies and procedures. I have general knowledge of the process since I did multiple City and Federal Aid projects throughout my career with the City but that's something that I picked up from other coworkers or from trial & error.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	X			Somewhat, however it appears that the current process is worse then before. All of this process was performed by our Department Accountant. This is not the case anymore since they eliminated that position from our Department and now Engineers have to do both Engineering & Accounting job duties for City and Federal Aid projects.
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**	X			

6	**Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.**			X	This is not applicable to my job title.
7	**Do you have access to current City and County contracts that pertain to your Department?**	X	X		Yes, I have access to contracts that pertain to jobs that I manage. No, I don't have access to County Contracts that other City Departments use.
8	**Do you have access to view Contracts entered into PeopleSoft?**		X		No, I don't have access rights to view Contracts entered in PeopleSoft. I don't even know what PeopleSoft is since I'm not an accountant.
9	**Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?**		X		No, I have no access rights into PeopleSoft.
10	**Are you able to view your department's budget balances in PeopleSoft?**		X		No, I have no access rights into PeopleSoft.
11	**Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?**	X			Yes, if I'm required to use PeopleSoft.

12	**Are you aware of any"naming standards" for the payment of your invoices?**		X		No, in the Engineering Department we use PIN XXXX.XX for Federal Aid Projects which are given to us by NYSDOT and an Account Number that's given to us by the Budget Department. When a contractor requests a payment for an invoice we input those numbers in ITHelpDesk but after that I don't know what the "naming stadards" are.
13	**Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.**				I was told to set up the PO through ITHelpDesk for every invoice. After that, we receive multiple emails from ITHelpDesk where it stands and it gets lost after a while since so many emails are produced. If one person has questions or puts the payment on hold we don't get notified unless you keep track of all the ITHelpDesk tickets in your email. No one follows up with you directly from the Purchase Department on why the payment is not processed so the check is not cut on time and we find out from the contractor that they didn't get paid on time so then we follow up with the Purchase Department and find out that someone had a question or concern with the payment. It's very time consuming for us to keep track of this since this is not part of our job duties as Engineers.
14	**Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.**				There needs to be one Accountant dedicated to Engineering Department. We had that before and payments were issued to the contractor right away. Also, if we had any questions about payment we would talk to our Accountant and it would be resolved right away.
15	**Please provide any other perinent information that you would like to share.**				None

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**		X		No - I cannot access the manual in Sharepoint
2	**Do you find the current Procurement Manual useful?**			X	No - I cannot access the manual in Sharepoint
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**				I am not aware of training offered in procurement procedures.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	X			I understand how to submit payment requests and check the requisition history.
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**		X		For engineering payment requests, I don't think we need additional training

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.	X			
7	Do you have access to current City and County contracts that pertain to your Department?		X		I have access to project contracts, but not to general City and County purchasing contracts
8	Do you have access to view Contracts entered into PeopleSoft?		X		
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?		X		
10	Are you able to view your department's budget balances in PeopleSoft?		X		
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?		X		For engineering payment requests, I don't think we need additional training

12	Are you aware of any"naming standards" for the payment of your invoices?		X		
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.				I use the IT Help Desk to submit payment requests. Our project contracts and change orders, supplemental agreements are submitted to the Purchase Dept. Both myself and the Purchase Dept track project budgets; i develop payment estimates as part of the requisition process.
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.				Prompt payemnt on all requests would help. Currently we have to note payment due now or payment gets shelved for 30 days.
15	Please provide any other perinent information that you would like to share.				

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**	X			**Copy received 2021**
2	**Do you find the current Procurement Manual useful?**	X			**Yes it is a very helpful reference**
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**	X			**The maunel**
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	X			
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**	X			**Refresher options and new tips and tricks to work more effectively are always welcome!**

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.	X			
7	Do you have access to current City and County contracts that pertain to your Department?	X			
8	Do you have access to view Contracts entered into PeopleSoft?	X			
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?	X			
10	Are you able to view your department's budget balances in PeopleSoft?	X			
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?	X			I think that there are areas I could improve my efficiency in Peoplesoft , requiring less clicks of the mouse.

12	Are you aware of any"naming standards" for the payment of your invoices?				
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.				
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.				
15	Please provide any other perinent information that you would like to share.				

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**	x			
2	**Do you find the current Procurement Manual useful?**	x			
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**				I have a copy of the maual and I have received some training on how to enter Non-PO vouchers, Reqs and APOs.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	x			
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**	x			

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.		x		NOn-PO vouchers are used occasionally.
7	Do you have access to current City and County contracts that pertain to your Department?	x			Within People Soft I can access contracts.
8	Do you have access to view Contracts entered into PeopleSoft?	x			
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?	x			
10	Are you able to view your department's budget balances in PeopleSoft?	x			
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?	x			

12	**Are you aware of any"naming standards" for the payment of your invoices?**		x		
13	**Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.**				I have access to HD and submit a request and assign the ticket accordingly.
14	**Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.**				I think additional training in Excel functions would be great. For example V-look up and Sum If are functions that would help make working faster and more efficient, but I don't know how to do them and self-training is slow.
15	**Please provide any other perinent information that you would like to share.**				

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**		No		I received a copy of the manual when I was hired by the City in January of 2020, which is dated 2019. I could not find the current manual in Sharepoint.
2	**Do you find the current Procurement Manual useful?**			N/A	
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**				I usually get some sort of email notification when there is a change in procedures.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	Yes			Yes
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**		No		Not sure if it's necessary for me personally, but I do know that there are others who have questions.

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.		No		No. We pay one-time claims and suits against the City, so the recipient of the payment is not a vendor. We do requisition everything we can.
7	Do you have access to current City and County contracts that pertain to your Department?	Yes			Yes. If I need something I don't have, I've always been able to get what I need by asking for it. However, I may not know of all the contracts available for purchasing items we only need occasionally.
8	Do you have access to view Contracts entered into PeopleSoft?		No		I started just before COVID, and was given a quick overview of the areas I need to access in order to manage the budgetary process. I occasionally search for other information in PeopleSoft, but am not always able to find what I need.
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?	Yes			Yes - I can access everything I need.
10	Are you able to view your department's budget balances in PeopleSoft?	Yes			Yes
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?		No		Not for this process.

12	**Are you aware of any"naming standards" for the payment of your invoices?**	Yes			They are a bit limited, and there are a few more we could add.
13	**Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.**				I use a spreadsheet for setting up and tracking my purchase orders according to my departmental budget. Each transaction is logged, so I always know what has been submitted for payment and the amount remaining on the purchase order. I also log the same information in a binder for each purchase order for reconciliation.
14	**Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.**				The team has been very supportive and they're always very helpful. We occasionally run into challenges when we need to submit single-pay vouchers for taxable claims, given the limitations as to how checks must be made out according to court or legal directives.
15	**Please provide any other perinent information that you would like to share.**				

Departmen[redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**				Question 1: No Question 2: yes
2	**Do you find the current Procurement Manual useful?**		X		
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**				Limited training.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**		X		
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**			X	Probably not. I understand my portion of requisition process, but greater understanding may be helpful.

		Y	N	N/A	
6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.			X	No. We use professional service contracts for planning + design services. Non-P.O. Voucher used for voucher payments.
7	Do you have access to current City and County contracts that pertain to your Department?			X	No current City or County purchase contracts.
8	Do you have access to view Contracts entered into PeopleSoft?	X			
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?	X			
10	Are you able to view your department's budget balances in PeopleSoft?			X	
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?	X			

		Y	N	N/A	
12	Are you aware of any"naming standards" for the payment of your invoices?		X		
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.			X	Do not use P.O.'s. we use non - P.O. voucher's to pay Professional service contractors.
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.			X	
15	Please provide any other perinent information that you would like to share.			X	

Department [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**		✓		
2	**Do you find the current Procurement Manual useful?**			✓	
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**				NO TRAINING
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**		✓		
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**	✓			

12	**Are you aware of any"naming standards" for the payment of your invoices?**		✓		
13	**Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.**				I PREPARE INVOICES AND PAYMENT APPLICATIONS FOR PUBLIC WORKS PROJECTS. I CREATE ESTIMATES ON A MONTHLY BASIS USING EXEL SPREADSHEETS. THESE ARE REVIEWED AND SIGNED BY DIV. ENG / CITY ENGINEER, THEN SUBMITTED TO HELP DESK
14	**Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.**				TRAINING ABOUT THE PROCESS WOULD BE HELPFUL
15	**Please provide any other perinent information that you would like to share.**				AFTER LOSING OUR DEPARTMENT'S FISCAL OFFICER I WAS TASKED WITH CREATING ESTIMATES AND FINANCIAL RECORDS WITH VERY LITTLE TRAINING IN THE PROCESS. IT HAS CREATED ACCOUNTING GAPS AND MISTAKES ON MY END.

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**	X			
2	**Do you find the current Procurement Manual useful?**	X			
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**				Training was provided at a session at City Hall in August 2017 by Tracy Blair Our Fiscal Officer, Diane Nastri, offered in-house training for SFD personnel involved in the Procurement process in 2019 and 2021.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	X			I am very familiar with some processes more than others, as I have focused on the processes with which I am directly involved. However, I have found the manual to be very helpful and have referenced it when necessary.
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**	X			

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.		X		Non-PO vouchers are used for Travel Expense Reimbursement, for payment of Contract Agreements when a Purchase Order was not set up, and for payment of invoices which fall outside of the fiscal year when the Purchase Order was created. In the Fire Department, Non-PO vouchers are used infrequently.
7	Do you have access to current City and County contracts that pertain to your Department?		X		
8	Do you have access to view Contracts entered into PeopleSoft?		X		
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?	X			
10	Are you able to view your department's budget balances in PeopleSoft?		X		I am able to view purchase order balances but not budget balances. As an Administrative Aide, I had limited access to PeopleSoft. For example, I was involved in requesting vouchers for payment of invoices, but I was not given permission to create vouchers, request requisitions, or change or add supplier information.
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?	X			

12	**Are you aware of any"naming standards" for the payment of your invoices?**				I don't understand this question.
13	**Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.**				Requisitioner obtains quote from supplier. Requisitioner enters requisition into PeopleSoft. Fiscal Officer approves Requisition. Budget Approves Requisition. Requisition sent to County Purchasing County shops items & selects lowest cost (typically). County generates Purchase Order and sends to supplier. *If the item is on contract a quote is not needed.
14	**Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.**				
15	**Please provide any other perinent information that you would like to share.**				

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**	x			Unable to locate on SharePoint.
2	**Do you find the current Procurement Manual useful?**	x	x		Yes & No. Note: Manual is not available on SharepPoint and Manual received is not up to date with most current forms. In order for Manual to be useful and beneficial it should be maintained with the most up to date information
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**				Received a manual Receive occasional emails with updates.
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	x			Within the scope of my current responsibilities, yes.
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**				Due to constant levels of staffing changes city wide, there should always be training available.

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.		x		Non -PO Vouchers are occasionally used for Travel & Training Payments or reimbursements
7	Do you have access to current City and County contracts that pertain to your Department?	X			Some
8	Do you have access to view Contracts entered into PeopleSoft?				Do not know/Never received training in that area
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?	X			Some/Received very little training in this area
10	Are you able to view your department's budget balances in PeopleSoft?				Do not know. Never received training in this area. Currently request this information from Budget when needed.
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?				Due to constant levels of staffing changes citywide, there should always be training opportunities available. Question: who currently traines incoming staff who are hired into positions whose duties involve the use of PeopleSoft??????

12	Are you aware of any"naming standards" for the payment of your invoices?			x	
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.				Requistion form is submitted to the Helpdesk along with Quote from Vendor. Once order is received and verified, request for payment is submitted thru the HelpDesk with Invoice and packing Slip. Copies of all ducumentation from original requisition request submittal to request for Payment are kept.
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.				Update sharepoint with all the correct forms that should be used. Make sure Departmental staff are kept up to date on all procedures
15	Please provide any other perinent information that you would like to share.				There was little to no discussion at the onset of the new financial office with the departments that lost staff due to the creation of such. Duties that were previously performed by those staff members were left for others to contend with without any discussion or guidance.

Note:
Since the O365 conversion and the change made to log in credentials for PeopleSoft, it has made the process of looking for requisitions more cumbersome. In addition, the Prefix used for the Department submitting the requsition should always be entered the same way and it is not always done so. Also, the person submitting the requisiton form should always be listed as the requester and that has not always been the case depending on who is setting up the requisition.

Department [redacted] **Completed by** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**			✓	
2	**Do you find the current Procurement Manual useful?**			✓	
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**			✓	
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**	✓			
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**		✓		

6	**Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.**		✓		used rarely
7	**Do you have access to current City and County contracts that pertain to your Department?**		✓		
8	**Do you have access to view Contracts entered into PeopleSoft?**			✓	
9	**Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?**	✓			
10	**Are you able to view your department's budget balances in PeopleSoft?**	✓			
11	**Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?**	✓			

12	**Are you aware of any"naming standards" for the payment of your invoices?**	✓			
13	**Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.**			✓	
14	**Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.**				
15	**Please provide any other perinent information that you would like to share.**				

Department [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	**Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?**			✓	possibly when started in 8/2018 But unsure
2	**Do you find the current Procurement Manual useful?**			✓	
3	**What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?**			✓	
4	**Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)**		✓		Anna Dussing / Sarah Cowles do most for me but I want to learn more + handle more in-house.
5	**Would it be helpful to have additional training opportunities available to help better understand the Requisition process?**	✓			

6	**Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.**			√	I don't know the answer.
7	**Do you have access to current City and County contracts that pertain to your Department?**		√		
8	**Do you have access to view Contracts entered into PeopleSoft?**			√	Unsure.
9	**Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?**			√	Unsure.
10	**Are you able to view your department's budget balances in PeopleSoft?**	√			
11	**Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?**	√			

12	Are you aware of any"naming standards" for the payment of your invoices?		✓		
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.			✓	Unsure.
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.			✓	Training, manual, step-by-step guides.
15	Please provide any other perinent information that you would like to share.				BAA falls under law + PUB falls under Finance + they help with our procurement.

Department [redacted]_ **Completed by:** [redacted]_

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?		X		
2	Do you find the current Procurement Manual useful?			X	
3	What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?			X	I am not part of the purchasing process.
4	Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)			X	I do not write requisitions.
5	Would it be helpful to have additional training opportunities available to help better understand the Requisition process?			X	I do not write requisitions.

6	**Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.**		X		If an invoice for services/items received in the previous fiscal year is processed in the new fiscal year (after its applicable APO has been closed), a Non-PO voucher is used. They are also used to pay invoices that a purchase order was not created for. Additionally, Non-PO vouchers are used to reimburse employees for work-related-travel expenses. Due to how frequently Syracuse Fire employees travel, I tend to use them monthly.
7	**Do you have access to current City and County contracts that pertain to your Department?**			X	
8	**Do you have access to view Contracts entered into PeopleSoft?**			X	
9	**Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?**	X			
10	**Are you able to view your department's budget balances in PeopleSoft?**			X	
11	**Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?**			X	

12	Are you aware of any"naming standards" for the payment of your invoices?		X		
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.			X	I do not write requisitions.
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.			X	
15	Please provide any other perinent information that you would like to share.			X	

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?	X			I have a copy of the Procurement Manual. I am not able to access the manual on Sharepoint.
2	Do you find the current Procurement Manual useful?	X			
3	What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?	X			From previous employee who was in the position
4	Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)	X			
5	Would it be helpful to have additional training opportunities available to help better understand the Requisition process?		X		

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.			X	
7	Do you have access to current City and County contracts that pertain to your Department?	X			
8	Do you have access to view Contracts entered into PeopleSoft?	X			
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?	X			
10	Are you able to view your department's budget balances in PeopleSoft?	X			
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?			X	

12	Are you aware of any"naming standards" for the payment of your invoices?			X	
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.			X	
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.			X	
15	Please provide any other perinent information that you would like to share.				

Department: [redacted] **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	Have you been provided with a current copy of the Procurement Manual? If a copy has not been provided to you, are you able to access the manual (ex. Sharepoint)?	X			
2	Do you find the current Procurement Manual useful?	X			
3	What type of training has been provided or offered to you in regards to the current Procurement policies and procedures?	X			Trained by previous employee in my current position. Previous experience as a account clerk and trained by the tiger team.
4	Do you fully understand the requisition process? (setting up/payment of Purchase Orders?)	X			
5	Would it be helpful to have additional training opportunities available to help better understand the Requisition process?			X	

6	Are purchase requisitions used for all vouchers paid? If not, please explain the reasons why, and how often Non-PO vouchers are used.		X		When I refund vendors their performance bonds, I will fill out a Non-PO voucher. I was told to handle the process this way by Fin-Ops.
7	Do you have access to current City and County contracts that pertain to your Department?	X			
8	Do you have access to view Contracts entered into PeopleSoft?	X			
9	Are you able to view Purchase Orders in PeopleSoft to find out current balances, invoices paid, and other useful information?			X	
10	Are you able to view your department's budget balances in PeopleSoft?			X	
11	Would it be helpful to have additional PeopleSoft training opportunities available to help in the requisition and payment process?			X	

12	Are you aware of any"naming standards" for the payment of your invoices?				
13	Please explain your requisition process regarding the setting up, submital and tracking of purchase orders.				
14	Please provide any other information and or ideas that would be helpful for you to understand this process and make this process run more smoothly.				
15	Please provide any other perinent information that you would like to share.				

APPENDIX H – Response to Department of Finance Questionnaire

Department of Finance **Completed by:** [redacted]

	Question	Yes	No	N/A	Comments
	General Questions				**PLEASE EXPLAIN IN DETAIL**
1	What procedures have been established to ensure expenditures are made in accordance with the City of Syracuse purchasing, budgeting, capital expenditure and grant rules, regulations, provisions, etc.?	X			PeopleSoft(PS) workflow has been established to ensure the appropriate people in each department are able to review and approve/deny or hold any requisition or voucher that they have been sent - account strings for all the departments are used to push those requisitions and vouchers to the correct people - so Fire will only see Fire purchase - Parks will only see Parks etc.
2	Do all Departments have access to the current Procurement Manual? Where can this manual be found for reference?	X			All departments can request the procurement manual from Finance - at this time our access to Sharepoint has a glitch and we are unable to upload - we are reviewing with IT now since Office 365 has been rolled out to see if there is another place we will have access to in order to have it in a location for all and that we can update as needed. in the meantime we work with the departments when new staff arrive and provide that to them.
3	Are training opportunities available to new or current employees needing assistance understanding the procurement and payment processes? If so, please explain.	X			Training is available from Finance at anytime for PS. Anyone can reach out and the Finance staff can work with those individuals or departments so they have the access and knowledge to track the items they are required
4	Are employees who submit requisitions and/or payments well-versed on Peoplesoft as far as checking account balances, purchase order balances, contract information, etc.?	X			Employees are generally able to work with the PS system - if questions or training issues arise Finance again will make themselves available to those individuals or departments
5	Are any training opportunities available to employees to better understand the requisition and purchasing aspects of Peoplesoft?	X			Training is available from Finance at anytime for PS. Anyone can reach out and the Finance staff can work with those individuals or departments so they have the access and knowledge to track the items they are required

6	**Are purchase requisitions used for all vouchers paid? If not, please explain when Non-PO vouchers are used.**		X		PO are used in the majority of cases - however Non-PO voucher are still utilized when either a PO was not needed or there was some other issue that the PO couldn't be created. Generally non-PO vouchers are used with 1 time payments with ordinances that was approved by Council to be paid.
7	**Please provide a list of employees who submit requisition requests, and payment vouchers for each department.**	X			We do not have a list of all employees who can submit Requisition Request or Voucher Requests - since these are all put into HelpDesk - any employee can submit potentially - however the appropriate paperwork needs to be attached for us to process. In general we have 1 or 2 designated people who are inputting this information for each department. - the list of the people we generally see is below.
8	**Are all employees who submit requisition requests able to access Contract information in Peoplesoft?**		X		Not sure - we will need to review - as PS is all based on permissions we are working to establish a clear set of access permissions for the various users
9	**What internal control procedures are in place to ensure contract payments are within the maximum spending allowance?**	X			Having departments put in POs for all contracted services so the system can track the contract expenses - still working with department to have this across the board
10	**What internal control procedures are in place to ensure contract payments made are within the contacted time period?**	X			PS - tracks timeframes and sends notifications to City Purchase when they are nearing end of life
11	**What internal controls are in place to ensure expenditures are charged to the correct department expense accounts, capital accounts, etc.?**	X			each department has unique department numbers and workflow sends this to those who are associated with those departments - if they are incorrect they will deny
12	**What internal controls are in place to ensure that Capital payments made are charged to the correct account in accordance with Ordinance specifications?**	X			Departments as well as Finance review all payments associated with project accounts for accuracy of project account being used

13	**Are all vouchers paid using invoice naming standards? Are employees involved in the requisition and payment processes made aware of the City's naming standards?**	X			The AP team does use a naming standard for invoices - in general we use the invoice number provided by the supplier - but we do add information to that line for either ease of payment application of the supplier or being able to retrieve that information in PS if the City is FOILED for specific items
14	**Please provide any other information that you may feel is pertinent to the process.**	X			We are always looking to improve our internal controls - and do reviews of our process ongoing - when adjustments are needed for increased efficiency or to create better controls we make the necessary adjustments after reviewing the existing process against the potential new one
15	**List of employees who submit requisition requests, and payment vouchers for each department**	X			Amidon, Lisa; Monette-Sacco, Teres; Marsch, Tim; Mondo, Alison; Dussing, Aniko; Mowers, Theresa; Lesinski, Jennifer; Cowles, Sarah; Releford, Ranette; Bajish, Denise; Lynch, Patty; Kerney, Owen; Marani, Jason; Schell, Patrick; Zotter, Zack; Zirilli, Sarina; Calogero, Vincenza; Balduzzi, Caroline; O'Hara, Mary Margaret; Witmer, Leah; Gleason, Breanna; Dunlap, Danielle; Smith, Beth; Auwaerter, Kate; Messe, Brian; Wilcox, Joshua; Eaton, Jessica; Vigliotti, Maria; Gusman, Amanda; Russell, Samuel; Fragola, Jeff; Kivlehan, John; Houck, Russell; Kelchner, Kim; Malkoc, Mirza; Dorward, Ryan

APPENDIX I – Contract/Agreement Record Form

Contract / Agreement Payment Record

Vendor: [redacted]

Contract/Ordinance # [redacted]

Date: From/To January 2020 to December 2022

Amount/Pricing $965,200

From: [redacted]

Record of Payments

Date	Amount	Cumulative Amount
4/27/2021	$32,074.46	$32,074.46
4/27/2021	$64,528.84	$96,603.30
8/18/2021	$54,490.10	$151,093.40
9/02/2021	$8,173.51	$159,266.91
		$159,266.91
		$159,266.91
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		$159,266.91

APPENDIX J – Naming Standards

Invoice Number
01105214A Est #14 7/23-8/19/22
01105172 Est #1 Thru 8/19/22
01105199 Est #13 6/4-8/12/22
01105163 Est #3 7/23-8/19/22
01105008 6/11/22-8/12/22
1104506A Est #39 6/18-7/22/22
01104544 Est #2 3/19-7/22/22
01104500A Est #12 6/18-7/22/22
01103809 Est #38 5/21-6/17/22
01103283 Est #1 3/24-4/29/22
01103829A Est #12 5/21-6/17/22
01103736 4/23/22-6/10/22
01103468 Est #12 3/5/22-6/3/22
01103431 Est #16 5/7/22-6/3/22
01103467 3/5/22 - 6/3/22
01102739 Est #15 4/2/22-5/6/22
01103170 Est #37 4/23-5/20/22
01103178A Est #11 4/23-5/22/22
0198455 Est #5 10/2-10/29/2021
01102391 Est 10 2/2/21-4/20/22
01102336A Est# 36 1/29-5/19/22
01102316 3/5/22-4/22/22
01102320 3/5/2022 - 4/22/2022
01102113 Est #14 3/5/22-4/1/22
01101348 Est #13 2/5-3/4/2022
01101396 1/29/2022-3/4/2022
01101580 THRU 3/18/2022
01101265 1/23/2022-2/1/2022
01101362 1/22/2022 - 3/4/2022
01101360 1/22/22 Thru 3/4/22
01100856 Est #4 8/2-10/1/2021
0199911 Est. #9 10/16-12/31/21
01100428 12/4/21-2/4/2022
01100513 Est #10 1/1-1/28/22
01100408 12/4/2021 - 1/21/2022
01100413 Thru 1/21/2022
01100226A 1/1/2022 - 1/28/2022
0110135 1/9/21 - 1/22/21
0199963A 12/4/20-12/13/21

Invoice Naming Standards	
C&S	Invoice #/(space)Period of Service