

**PURCHASING MANUAL**

**PLATTE CANYON WATER & SANITATION**  
**DISTRICT**  
(adopted July 23, 2010)

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# **SECTION 1        STATEMENT OF POLICY**

## POLICY STATEMENT

It is the policy of Platte Canyon Water and Sanitation District to establish and maintain centralized purchasing in order to encourage efficient, competitive, economical, and timely acquisition of materials, supplies, equipment and services as well as to provide for proper and effective regulatory control. This purchasing manual shall establish the policies, procedures, authorities, and responsibilities needed to carry out the purchasing function.

## PURPOSE OF MANUAL

This manual is intended to provide policies, procedures, and guidelines necessary for the conduct of purchasing activities for Platte Canyon Water and Sanitation District.

The provisions of this manual have been designed to:

1. Comply with Colorado Revised Statutes
2. Provide a modern comprehensive, centralized purchasing program encompassing accepted principals and practices.
3. Encourage maximum competition on the basis of fair and equal opportunity to those interested and qualified to sell to the District.
4. Develop an objective procurement program which will insure equality to the Seller as well as achieving maximum value for the tax dollar.
5. Provide a uniform procedure for the procurement of materials, supplies, equipment, and services

## AUTHORITY AND RESPONSIBILITY

The Platte Canyon Water and Sanitation District Purchasing Agent is hereby delegated the authority to supervise the purchasing policies and practices described herein. The Purchasing Agent shall perform all duties required by the District and shall have the powers and duties for centralized control of the purchasing of supplies, materials, equipment, and services, the inventory of District assets, and the disposal of surplus property.

It is the responsibility of the Purchasing Agent in the discharge of these duties, with the assistance of other departments and individuals, to establish reliable, reputable sources of supply, foster competition, and provide good procurement practices consistent with the accomplishment of its mission. The Purchasing Agent shall conduct all operations and duties with the highest level of business ethics. While establishing and maintaining satisfactory supplier relationships, the Purchasing Agent will advise all suppliers that the District will not accept or tolerate the giving of entertainment, loans, gifts, or special consideration to any District personnel, except as provided in Section 1(4).

Compliance with the provisions of this manual is mandatory unless waived by the Board. Any provision which adversely affect the performance of services shall be immediately called to the attention of the District Manager.

It shall be deemed a violation of this manual for any employee to:

1. Knowingly exaggerate requirements or deny the existence of a requirement to avoid doing business with a particular supplier.
2. Knowingly underestimate requirements or deny the existence of a requirement to avoid doing business with a particular supplier.
3. Knowingly misrepresent competitors' prices, quality or services to obtain concessions.
4. Conflicts of Interest

#### Participation in Purchasing Transactions

District employees having official responsibility for purchasing transactions shall not participate in the transaction when:

1. The employee has an ownership or financial interest with a bidder, supplier or contractor.
2. The employee or any member of the employee's immediate family (spouse, children, parents, brothers or sisters) or any other person living in the same household of the employee holds a position with a bidder, supplier or contractor such as an officer, director, trustee, partner or the like, or is employed or involved in a capacity involving personal and substantial participation in the purchase transaction.
3. The employee or any member of the employee's immediate family has a financial interest arising from the purchase transaction.
4. The employee or any member of the employee's immediate family is negotiating, or has an arrangement concerning prospective employment with a bidder, supplier or contractor.

#### Solicitation or Acceptance of Gifts

District employees having official responsibility for purchasing transactions shall not solicit, demand, accept, or agree to accept from a bidder, supplier, contractor or subcontractor any payment, loan subscription, advance, deposit of money, services or anything of more than nominal or minimal value, present or promised. Promotional materials such as pens, calendars, etc., and courtesy gifts such as

business meals and event tickets that do not influence a purchasing decision and that are valued at less than \$100 may be accepted. The cumulative value of meals, gifts, or promotional items received from any single supplier or contractor shall not exceed \$100 in any 12-month period. Acceptance of meals, gifts and promotional items shall be reported in writing to the District Manager.

5. Reporting of Violations

Violations of District purchasing policy and procedures should be reported to the District Manager or the President of the District. Complaints will be kept as confidential as practicable. The District prohibits retaliation against an employee for filing a complaint or notice of violation, or for assisting in the investigation of a notice of violation.

Any employee found to be in violation of the provisions of this manual shall be subject to disciplinary action in accordance with the provisions of the Platte Canyon Employee Handbook.

## **SECTION 2 PURCHASING ORGANIZATION**

### POLICY

It is the policy of the District to grant authority, assign duties and responsibilities, and establish financial and accounting controls for purchasing functions by adopting the purchasing organization as set forth herein.

### AUTHORITY

The Purchasing Agent is under the control and direction of the District Manager. The direct responsibility for carrying out the policies and procedures defined in this manual is assigned to the Purchasing Agent who shall be appointed by the District Manager.

### DUTIES & RESPONSIBILITIES OF PURCHASING AGENT

The Purchasing Agent shall have the following duties and responsibilities:

#### A. PURCHASING DUTIES AND RESPONSIBILITIES

1. Procure all requested materials, supplies, equipment, and services at the lowest prices and highest quality necessary to attain the function or service requested.
2. Obtain as full and open competition as possible for all purchases and services.
3. Review developments in the field of purchasing, prices, market conditions, and new products.
4. Prepare and maintain a Vendor database.
5. When advantageous to the District, explore the possibilities of volume purchases.
6. Ensure delivery of correct materials/supplies in proper quantities at appropriate time and place.
7. Recommend amendments or additions to the rules and regulations covered in this manual whenever necessary.
8. Ensure that Vendors fulfill all terms and conditions of contracts and purchase orders, negotiating said terms and conditions when required.

9. Secure and maintain all appropriate tax exemptions for purchases made by the Purchasing Agent.
10. Prescribe, maintain, and revise all forms necessary to the purchasing function.
11. Be responsible for all aspects of the purchasing function.

B. INVENTORY DUTIES AND RESPONSIBILITIES

1. Establish procedures pertaining to inventory of materials, supplies, and equipment.
2. Prescribe, maintain, and revise all forms necessary for inventory control and disposal.
3. Ensure the proper management of District inventories and disposal procedures.
4. Supervise an annual asset inventory.
5. Supervise the disposal of surplus District property.

C. RECEIVING AND RETURN OF MATERIAL, SUPPLIES, AND EQUIPMENT AND SERVICES

1. Prepare and disseminate procedures for receiving and return of goods.

## **SECTION 3      VENDOR/SUPPLIER RELATIONSHIPS**

### POLICY

It is the policy of the District to establish and maintain a relationship of mutual confidence and satisfaction between the District and its suppliers and contractors.

### GENERAL INFORMATION

It is the responsibility of the Purchasing Agent to establish and maintain a relationship of mutual confidence and satisfaction between the District and its suppliers. It is, therefore, necessary that the Purchasing Agent be aware of all transactions conducted between the District and suppliers. District departments should not be burdened with visits with suppliers and with routine purchasing functions, except for the normal initial research necessary for technical purchases, or where demonstrations of supplies, materials, or equipment lends itself to resolving a procurement decision. Efficiency in vendor relationships will be enhanced by observing the following procedures:

1. All vendors will be received promptly and courteously.
2. To the greatest extent possible, all vendors will be received by the Purchasing Agent rather than the department head.
3. The Purchasing Agent will inform or forward to department heads useful information received in the form of catalogs, advertising, etc.
4. To the greatest extent possible, all correspondence with suppliers shall be processed by the Purchasing Agent. When necessary for departments to correspond with vendors on technical matters or securing pricing information the department head will provide a copy of the correspondences to the Purchasing Agent.

### VENDOR QUALIFICATIONS

All vendors desiring to sell to the District must qualify themselves by completing a Vendor Request Form (Exhibit 1). The information must include name and address of business, type of business, and list of products or services in which they regularly deal. A list of qualified vendors will be maintained by the Purchasing Agent for use in obtaining bids or quotes.

The Purchasing Agent shall require all vendors which are not incorporated to submit a complete W-9 form prior to placing an order for any material, supplies, equipment or services. One copy of the W-9 form shall be transmitted to accounting and the original shall be retained in the Approved Vendor file.

## **SECTION 4      REQUISITIONS**

### POLICY

The purchase requisition is the basic document authorized for procurements and, as such, it is the only authority for issuance of a purchase order.

### PURPOSE

The purpose of a purchase requisition is to inform the Purchasing Agent of the needs of the requisitioning party and correctly identify the requirements.

### GENERAL INFORMATION

All purchases must be approved in accordance with this purchasing policy prior to commitment of District funds.

Purchase requisitions must be prepared far enough in advance to allow the Purchasing Agent sufficient time to acquire approvals, research vendors, solicit bids, and allow for delivery of goods and services.

It is the responsibility of the user (party requisitioning goods and services) to monitor expenditures, balances, and budget appropriations.

For fixed assets (items costing in excess of \$1,000 with a useable life greater than one year) user department will only be authorized to purchase items specifically identified on the list of capital items shown on the adopted budget or those items approved for purchase in accordance with the approval requirements of this section.

### PROCEDURE

User departments requiring goods or services must prepare a Purchase Requisition (Exhibit 2) and submit it to the Purchasing Agent. The Purchase Requisition must contain the following information:

1. Date of requisition
2. Date materials or services are required
3. Quantity required
4. Units (each, case, box, etc.)
5. Unit price
6. Extended price (units times unit price)
7. Price (total price for all items requisitioned)

8. Specifications – if required
9. Suggested vendors

### APPROVALS

Requisitions for supplies, materials, equipment, and services shall receive the following written approvals prior to preparation and issuance of a purchase order.

- Any one item amount up to \$1,000
  1. Department Head
  2. Purchasing Agent
  
- Any one item amount between \$1,000 and \$25,000
  1. Department Head
  2. Purchasing Agent
  3. District Manager
  
- Any one item amount greater than \$25,000
  1. Department Head
  2. Purchasing Agent
  3. District Manger
  4. District Board of Directors

### BIDDING REQUIREMENTS

1. Amounts up to \$1,000, excluding emergency purchases as defined below under Emergency Purchases:

Purchasing Agent shall purchase supplies, materials, equipment, and services from District approved vendors.

2. Amounts between \$1,000 and \$10,000, excluding emergency purchases as defined below under Emergency Purchases:

Purchasing Agent shall solicit at least three bids in accordance with the informal bidding requirement specified in Section 7 of this manual.

3. Amounts over \$10,000, excluding emergency purchases as defined below under Emergency Purchases:

Purchasing Agent shall solicit formal bids in accordance with formal bidding requirements specified in Section 7 of this manual.

Purchases made from the Colorado State Purchasing Price Agreements will meet the District's bidding requirements.

## ROUTING

The (white) copy of the Purchase Requisition shall be returned to the user department after it has been signed by the Purchasing Agent. The remaining copy shall remain with the Purchasing Agent.

Where Secondary approvals are required the Purchasing Agent shall submit the Purchase Requisition to the approving party for review.

Upon completion of review by the secondary approving party, the Purchase Requisition will be returned to the Purchasing Agent. The Purchase Requisition may either be approved, rejected, or suspended pending additional information. If approved the Purchasing Agent shall solicit bids, (if necessary), complete a Purchase Order, and acquire the requisitioned goods or services. If rejected, the Purchasing Agent shall return the Purchase Requisition to the user department. If additional information is requested, the Purchasing Agent shall work with the User Department to provide the necessary information and re-submit the Requisition.

## EMERGENCY PURCHASES

If possible, emergency purchases should be avoided and the standard purchasing procedures adhered to. However, when legitimate emergency purchases are required the following procedure must be followed:

If the emergency occurs during normal business hours, the Purchasing Agent will be contacted for guidance on the appropriate actions needed.

If the emergency occurs during non-business hours, the only purchases allowed are those related to maintenance of District buildings, maintenance of District vehicles, and maintenance of District facilities. Approved or contracted vendors should be used if at all possible.

The individual authorizing the emergency purchase shall inform the Purchasing Agent as soon as practical. A Purchase Requisition shall be filed so a Purchase Order can be prepared, even though the purchase has already been made.

## **SECTION 5      PURCHASE ORDERS**

### POLICY

Purchase orders are legal instruments and shall only be issued for requisitions which have been properly authorized in accordance with the Purchase Requisitions Policy.

### PURPOSE

A purchase order is the vendor's authority to deliver and charge for goods or services specified in the purchase order. It represents the District's commitment to purchase the goods or services in accordance with the terms specified in the purchase order.

A purchase order also serves as a source of information to the accounting department and the individual receiving the goods or services. It serves as a confirmation of a purchase for the requisitioning department. Finally, it serves as a tool for the purchasing department to expedite and track the delivery of goods and services.

### GENERAL INFORMATION

The Purchasing Agent is responsible for the centralized purchasing program. All purchase orders will be controlled and issued by the Purchasing Agent or in his absence the District Manager.

Purchase orders will be prepared so they are clear and concise in order to prevent unnecessary misunderstandings with vendors.

Purchase Orders are legally binding documents when signed by a Purchasing Official. They do not require the signature of the District Board of Directors.

If the original Purchase Order amount is insufficient to cover the final invoice, the user department must initiate a purchase request to increase the Purchase Order to cover the balance. The requesting department must ensure that adequate funds are available for the increase.

It is the user departments responsibility to ensure timely follow-up concerning delivery of goods and services. The Purchasing Agent will however, at the request of the user department assist with correcting delinquent deliveries.

## ROUTING

Upon receipt of all required approvals, the Purchasing Agent shall issue a Purchase Order from the Purchase Requisition. Purchase Orders are generated electronically via the District's accounting software, "MAS90". An original can be printed for the vendor, if needed.

## RECEIVING ORDERS

Upon receipt of materials, the Purchase Order must be matched against the materials received and a receiving report initiated in accordance with the receiving procedure described in this manual.

## **SECTION 6      BLANKET (OPEN END) PURCHASE ORDERS**

### POLICY

The policy, purpose, and general information for regular purchase orders specified in Section 5 shall also apply to Blanket Purchase Orders.

### GENERAL INFORMATION

The procurement of small miscellaneous materials and supplies and those materials and supplies used on a repetitive basis and exemplifying minimal unit cost may be acquired by use of a blanket purchase order. Blanket Purchase Orders may also be used for contracts requiring monthly payments to vendors.

Blanket Purchase Orders will be issued for a specified period of time and for a maximum total dollar amount. Renewal may be initiated when the total dollar amount is expended or the time limit expires.

### PROCEDURES

Blanket purchase orders will be in accordance with the following procedures.

1. Blanket Purchase Orders will be initiated from a Purchase Requisition from user departments just as regular Purchase Orders.

Blanket Purchase Orders may be issued for a maximum period of 12 months. The minimum period shall be one month.

All Blanket Purchase Orders expire at the end of the fiscal year (December 31) and payments will be applied to Purchase Orders only for items received prior to year end. New Blanket Purchase Orders must be issued to start a new year.

2. No capital equipment or facilities may be purchased on a Blanket Purchase Order.

No single item exceeding \$250 may be purchased on a Blanket Purchase Order.

3. The expenditures on a Blanket Purchase Order may not exceed the original designated amount unless an increase is prepared utilizing a Purchase Request.

To increase the maximum amount of the Blanket Purchase Order, the requesting department must prepare a Purchase Request referencing the open Purchase Order number. The amount and reasons for the increase should be stated on the Purchase Request.

4. The Blanket Purchase Order will specify a maximum total amount, time period, authorized purchasers, and any other special instructions required.
5. Receipts for all purchases made on a Blanket Purchase Order must be provided to the Purchasing Agent and accounting department within one day of purchase.

## **SECTION 7      BIDDING REQUIREMENTS**

### POLICY

It is the policy of the District to obtain materials, supplies, equipment, and services at the lowest cost possible without sacrificing quality or quantity by utilization of approved competitive bidding requirements and procedures.

### PURPOSE

The purpose of the bidding requirements is to ensure that materials, supplies, equipment, and services are obtained at the lowest possible cost, thus ensuring the most efficient expenditure of public funds.

### GENERAL INFORMATION

The bidding process shall be carried out under the direction and supervision of the Purchasing Agent. The Purchasing Agent shall continually seek to foster competition and obtain new sources of supply.

The Purchasing Agent and the requesting department shall be responsible for preparation, advertisement (when required) and evaluation of bids and proposals. The Purchasing Agent will provide the format and general conditions and the requesting department will provide technical knowledge and specifications.

Bidding shall be open and unrestricted; however, the District will not be obligated to solicit bids from every supplier for every requirement.

Bids and quotations shall be based on established standards and specifications whenever possible.

Expenditures totaling between \$1,000 and \$10,000 shall be bid in accordance with the informal bid requirements described below.

Expenditure exceeding \$10,000 shall be bid in accordance with the formal bid requirements described below.

### INFORMAL BIDS

Expenditures for procurement of supplies, materials, equipment and services having an estimated value of more than \$1,000 but less than \$10,000 may be made on the open market by the

Purchasing Agent without newspaper advertising, and without observing the procedure described in the formal bid section of this manual.

All open market purchases shall, whenever possible, be based on three or more quotations and shall be awarded to the lowest qualified bidder.

- Telephone bids shall be properly documented on the purchase request form by the purchasing agent. Written proposals should be attached to the purchase request form.
- All informal bid prices shall remain confidential until an award is made. After the award is made all information regarding the bid shall be open for public inspection.
- Recent competitive bid prices (within the past 90 days) may be used to avoid duplication of effort.
- "Sole Source" items are permissible if emergency conditions exist or if the item is obtainable from only one source in Colorado, or the product is clearly superior to perform a function or patents limit the sources available.

The purchasing agent shall negotiate for percentage discounts on those items that do not lend themselves to bidding under this section.

Formal bid procedures may be used for purchases under \$10,000 when in the best interest of Platte Canyon or when the purchase of like items, each costing under \$10,000, are grouped and the aggregate purchase exceeds \$10,000.

### FORMAL BIDS

All purchases for products or services estimated to be in excess of \$10,000 will require sealed bids. Invitations to submit sealed bids will be mailed to vendors on the qualified vendor list and will be advertised in accordance with the requirements listed below. The purchasing agent will consider all new and known sources of supply and will make an effort to solicit as many proposals as possible and encourage competition.

The District Manager shall have authority to waive formal bid requirements for water and sewer infrastructure construction, repair and rehabilitation projects that are not expected to exceed \$60,000. Projects for which formal bid requirements are waived shall be bid in accordance with the informal bid requirements specified in this section.

### ADVERTISING REQUIREMENT

Advertisement shall mean at least one public advertisement in the legal section of a newspaper in general circulation within the District boundaries.

The advertisement shall include, but not necessarily be limited to the following:

1. General description and quantity of commodity or service.
2. Location where bid documents may be obtained.
3. Cost of bid documents (if any).
4. Amount of bid bond (if required).
5. Location of pre-bid conference (if any)
6. Date, time, and place of bid opening.
7. Reserve right to reject any or all bids, and waive formalities or informalities.
8. Reserve right to accept proposal deemed to be most advantageous to the best interests of the District.

The District manager shall be authorized to waive advertisement requirements for expenditures estimated to be less than \$25,000.

Sealed bid invitations shall include, but not be limited to the following:

1. Invitational cover letter stating the need; location to obtain bid documents; cost of bid documents (if any); amount of bid bond (if required); location of pre-bid conference (if any); and date, time, and place of bid opening.
2. Reserve the right to:
  - Waive formalities or informalities
  - Reject any and all bids
  - Accept the proposal deemed to be in the best interest of Platte Canyon Water and Sanitation District.
3. General conditions
4. Minimum specifications
5. Proposal form
6. Evaluation criteria (if applicable)

Specifications shall be written to encourage competition. However, closed specifications and “sole source” purchases will be allowed with a product or usage dictates such procedure. User departments will prepare specifications and submit them to the purchasing agent with the standard Purchase Request.

At the time bids are received by the Purchasing Agent they shall be stamped with the date and filed unopened until the scheduled time of bid opening.

All formal bids shall be submitted sealed and properly identified and shall be publicly opened at the time and place identified in the invitation to bid. Bidders are invited, but not required to attend the bid opening. The following procedure will be observed at public bid openings.

- The opening will be at the time and place designated in the invitation to bid.
- The names of all bidders and their representatives will be noted.
- A final opportunity to submit bids before the bid opening and prior to expiration of the scheduled opening time will be offered.
- The names of those who bid will be announced, and inquiry made as to whether any submitted bids have been omitted.
- As the bids are opened, details will be read and copied on an abstract form.

In case of an obvious unintentional error, the bidder may be given an opportunity to explain the error and may request that the bid be withdrawn. Such bids may, with the approval of the Purchasing Agent, be rejected. Bids requiring a bid bond will not be rejected.

The Purchasing Agent may recommend to the District manager and/or the Board of Directors the rejection of any or all bids when the District's best interest will be served.

Information concerning bidders, amounts of bids, and the basis for awards is a matter of open records and will be available to interested parties upon request.

Tabulation of bid results will be mailed to all bidders who submitted a bid.

#### COLORADO STATE PURCHASING PRICE AGREEMENTS PROGRAM

The District qualifies to make purchases under the Colorado State Purchasing Price Agreements program. The purchasing agent at his discretion can use this program if it provides an efficient, competitive, economical, and timely acquisition of materials, supplies, equipment and services. Any purchases made under this program will constitute meeting the bidding requirements set forth in this section.

## **SECTION 8      RECEIVING**

### POLICY

Each department head shall be responsible for documenting receipt of all equipment, supplies, materials and services for their respective departments in accordance with these requirements and procedures.

### GENERAL INFORMATION

One individual in each department shall be designated to have responsibility for receiving and accounting for the receipt of all material, supplies, equipment, and services. In the event of illness, vacations, or termination another person shall be designated as the individual in charge of receipts for that department.

Receipt of all materials, supplies, equipment, and services shall be documented on a standard receiving form or by use of the District's computer accounting software (MAS 90). Said documentation must be processed in accordance with the procedures listed below.

Payments can be made to vendors for partial deliveries if accepted by the receiving department.

### PROCEDURES

To determine compliance with Purchase Order requirements the Purchasing Division may inspect, or supervise the inspection of all supplies, materials, equipment and services.

Each department head shall be responsible for receiving and properly documenting receipt of all materials, supplies, equipment and services for their department.

All equipment, materials, supplies and services shall be accounted for by a separate receiving document. A Receiving Report (Exhibit 3) shall be completed as follows:

- Purchase Order Number – Record the Purchase Order number against which the materials were ordered.
- Ordered From – Indicate the name of the firm which sent the materials if different from the firm from which they were ordered.
- Received From – Indicated the name of the firm which sent the materials if different from the firm from which they were ordered.
- Name of Carrier – Record the name of the carrier which delivered the materials. Indicate freight bill number, packing list number, and other pertinent information.

- Delivered To – Record disposition of material, i.e.: stock, job site location, etc.
- Items – Service Received – List the items or services received.
- Exceptions Noted – The packing list is the source of information for determining reportable exceptions. On the Receiving Report identify the following:
  1. Overages – Record any overages the vendor may have shipped.
  2. Shortages – Record all shortages of materials between those shown on the packing list and those actually received.
  3. Damage – Record nature and extent of all damage to received items. Check “none” box if all items are received in good condition.
  - Signature – The Receiving Report must be dated and contain the name of the employee completing the report. Receiving Reports should be prepared immediately upon receipt of goods and forwarded to Accounting and Purchasing on a daily basis. Packing lists and prepaid freight bills, shall be submitted to Purchasing with a copy of the Receiving Report. Invoices should be submitted directly to Accounting with a copy of the Receiving Report.
  - A separate Receiving Report must be issued for each partial shipment that is received against a Purchase Order. This provision applies to receipt of items on Blanket Purchase Orders.
  - Copies of the Receiving Report are to be distributed as follows:
    1. Original (white),– Receiving Department
    2. Second Copy (yellow), with packing lists, invoices and other receiving Documents – Purchasing
    3. Third Copy (pink), with invoices - Accounting

## **SECTION 9      RECEIVING AND RECORDING OF DEPRECIABLE ASSETS**

### **POLICY**

Those items of a tangible nature which have a usable life of one year or greater and have a value of \$1,000 or more are designated depreciable assets.

### **VALUATION OF DEPRECIABLE ASSETS**

The value of all depreciable assets shall include original cost, shipping costs, and installation costs less any discounts.

### **IDENTIFICATION NUMBERS**

Depreciable assets shall be permanently labeled or affixed with permanent tags identifying the District name and asset number.

### **RECEIVING REPORTS**

A Receiving Report must be completed for receipt of all depreciable assets in accordance with the procedure described in Section 8, Receiving. In lieu of a hard copy receiving report, receipt of goods may be documented by transmitting a computer generated MAS 90 receipt of goods report to the financial administrator.

The financial administrator shall assign an asset number and complete a Depreciable Asset Inventory Control Sheet (Exhibit 4) for each asset. A copy of the purchase order, invoice, and receiving report (if applicable) shall be attached to the Depreciable Asset Inventory Control Sheet and given to the purchasing agent.

The purchasing agent shall attach a photograph of the asset to the Depreciable Asset Inventory Control Sheet. Each asset shall be permanently labeled or tagged with the District name and asset number. A separate file containing the Depreciable Asset Inventory Control Sheet, or copy of the purchase order, and invoice shall be created for each asset of the District.

### **INVOICE PROCESSING**

All invoices shall be submitted directly to the financial administrator for processing.

The financial administrator will match invoices to purchase orders and receiving reports. If the quantities and pricing agree and all documents have been properly completed, the invoice will be processed for payment.

If quantities and/or prices do not agree, the financial administrator shall contact the Purchasing Agent to resolve discrepancies before submittal for payment.

Invoices shall be paid on a timely basis for all materials, supplies, equipment and services. The receiving departments shall expedite authorization for payment by forwarding receiving documents to the financial administrator in accordance with the receiving procedure described in Section 8.

All invoices shall be submitted to the financial administrator for processing.

Checks for payment of all invoices totaling less than \$2,500 require one signature and shall be submitted to the District Manager with the invoice, purchase order, and a copy of the receiving form for approval and signature. Checks for payment of invoices totaling \$2,500 or more shall require two signatures and shall be submitted to the District Manager and Board of Directors for approval and signature. For submittal of year end 1099 tax forms, the financial administrator shall record name, address, and social security number for all non-incorporated parties to whom payments are made.

Any invoice received from a vendor which reflects a purchase which does not comply with District policy will be disallowed for payment.

The District may utilize the Automatic Clearing House (ACH) payment system to process payments to certain authorized vendors for routine accounts payable. The Board of Directors shall designate all vendors authorized for ACH processing. Payments to these authorized vendors may exceed \$2,500.

## **SECTION 10 TRAVEL POLICY**

### POLICY

All official travel by District employees and officials shall be accomplished for the benefit of the District and said travel will be conducted at the most economical cost.

### GENERAL INFORMATION

An employee shall be reimbursed for authorized expenditures (including transportation and lodging costs) as a business expense if the following conditions are met.

1. The expense is an ordinary, reasonable, and necessary expense.
2. The expense is incurred away from the Denver Metropolitan Area.
3. The expense is incurred in pursuit of business or personnel development and training.
4. The expense has received prior authorization from the District Manager.

Travel expenses can be incurred the day before the “engagement” and the day after the “engagement”.

### METHODS OF TRAVEL

Travel by commercial airlines (Coach Class) may be authorized by the District Manager in cases where the cost is not in excess of travel by other means of transportation, or when the use of commercial airlines is of definite advantage to the District.

### RELATED TRAVEL EXPENSES

Lodging shall be reimbursed at the actual cost of reasonable accommodations for the area.

The daily meal and incidental allowance or per diem for travelers will be based on the current Meal & Incidental Expense Rate (M&IE) from IRS Publication 1542 table 4 (Per Diem Rates).. Per diem will begin with the day before the actual engagement and travel may extend one day beyond the engagement.

If meals have been included in the registration fee, there will be no deduction to the per diem. If meals are charged in addition to the registration fee, they must be paid by the employee.

## AUTHORIZED COSTS

The following items may be incurred as a necessary part of approved travel and therefore may be claimed:

- Registration fees
- Official telephone calls
- Shuttle or taxi service to and from hotel
- Rental car cost including insurance (only if shuttle or taxi service are not available)
- Parking fees
- Road toll charges
- Tips (reasonable)
- Mileage for use of private vehicle
- Fuel and emergency repair of District owned vehicles

The following items are not authorized:

- Entertainment expenses
- Personal expenses such as laundry, valet service, etc.
- Travel insurance
- Alcoholic beverages
- Movie rentals

## PROCEDURES

Travel expenses must be pre-authorized by the District Manager.

A standard Travel Approval Cost Estimate (Exhibit 5) must be completed and submitted directly to the Purchasing Agent and then to the District Manager for approval. The Travel Approval Cost Estimate should include as much detail as possible and must indicate the purpose for the proposed travel.

If the travel request involves conference, seminar, or training, a Training Authorization Form (Exhibit 6) should be submitted with the travel estimate.

The Purchasing Agent and District Manager will approve or deny the request in a timely manner considering the need to allow sufficient time for reservations.

Employees may apply for a cash advance at the time of submittal of the Travel Approval Cost Estimate. If approved by the District Manager a copy of the cost estimate will be given to Accounting for preparation of a check.

Request for reimbursements and documentation of travel expenses incurred (regardless of whether pre-funding was authorized) must be submitted via the expense form within the District's Webtimesheet software within 15 days after incurring the expense.

## **SECTION 11      TRAINING, SEMINAR, AND CONFERENCE POLICY**

### POLICY

It is the policy of the District to encourage employee training when it benefits the employee's performance and career goals.

### GENERAL INFORMATION

The District will pay authorized training, seminar, and conference expenses subject to compliance with the following conditions:

1.      The training activity is related to the employees present or anticipated job duties.
2.      The proposed expenses are reasonable in comparison to other similar opportunities.
3.      The expense has been preauthorized by the Purchasing Agent and District Manager.

### RELATED EXPENSES

If meals are included in the seminar, conference, or training registration fees the District will make no adjustment in expense payments. If meals are not included in registration fees, said expenses will not be paid by the District.

### PROCEDURES

All conference, seminar, and training expenses must be preauthorized by the Purchasing Agent and District Manager.

A standard conference, seminar, and Training Authorization Form (Exhibit 6) must be completed and submitted to the Department Head for approval. Any available information regarding the nature, time, location, and cost of the training activity should be attached to the Authorization Form.

If travel outside of the Metropolitan Area is required, a Travel Approval Cost Estimate must be completed and submitted with the Training Authorization Form.

If approved by the Department Head, the Training Authorization Form with all supporting information shall be submitted to the Purchasing Agent for review. When approved by the Purchasing Agent, the District Manager will approve or deny the request in a timely manner and provide written notice to the Department Head of his decision.

If approved, the Purchasing Agent will submit the approved Training Authorization Form to accounting for preparation of a check.

Requests for reimbursement of authorized training expenses must be submitted via the expense form within the District's Webtimesheet software (see Section 12) within 15 days from incurring the expense.

## **SECTION 12      EXPENSE REIMBURSEMENT POLICY**

### POLICY

It is the policy of the District to reimburse employees for legitimate, necessary out-of-pocket expenses.

### GENERAL INFORMATION

The expense reimbursement policy shall not be used to avoid other purchasing procedures explained in this manual. Only preauthorized expenses will be considered for reimbursement except for legitimate emergency circumstances.

An electronic expense sheet must be prepared in order to obtain reimbursement for all out-of-pocket expenses incurred on behalf of the District or for authorized travel or training expenses.

All reimbursements for travel, training, seminar, and conference expenses will be requested by preparation of an electronic expense sheet and submitted with required receipts and documentation of activity.

All requests for reimbursement of out-of-pocket expenses incurred for legitimate business reasons shall require submittal of an electronic expense sheet in accordance with the following procedures. No individual expense shall exceed \$100.00 except in emergency situation.

### PROCEDURES

Reimbursement for out-of-pocket expenses is initiated by submittal of an electronic expense sheet to the Purchasing Agent via the District's Webtimesheet software. A copy of the expense sheet must be accompanied by all receipts and documentation of prior authorization before it can be processed.

The Purchasing Agent shall review the submittal and, upon approval, deliver a printed copy along with all receipts to Accounting for preparation of a check.

Accounting shall pay the claimant in a timely manner.

## **SECTION 13      MILEAGE REIMBURSEMENT POLICY**

### POLICY

It is the District's policy to reimburse employees for authorized use of their personal vehicle.

### GENERAL INFORMATION

Use of personal vehicle must be the result of District business and must be preauthorized by the employee's supervisor.

Mileage reimbursement will be paid from the employee's work site to the destination and return to the normal work site.

Mileage reimbursement will be provided at the current IRS standard mileage rate.

### PROCEDURE

The employee must prepare and submit an electronic expense sheet via the District's Webtimesheet software for mileage reimbursement for the use of a personal vehicle.

The electronic expense sheet must contain the date incurred, the description activity, and the actual miles driven.

The electronic expense sheet shall be submitted to the Purchasing Agent for approval.

Upon approval, the Purchasing Agent will submit a printed copy to Accounting for preparation of a check.

## **SECTION 14      DISPOSAL OF SURPLUS PROPERTY**

### POLICY

It is the policy of the District to dispose of surplus materials, supplies, equipment and real property in a manner that achieves the greatest economic benefit to the District.

### GENERAL INFORMATION

All departments shall report all surplus materials, supplies, and equipment to the purchasing agent. The Purchasing Agent shall receive the approval of the District Manager prior to disposal or sale of any surplus materials, supplies, or equipment.

Estimated sales in amounts of \$1,000 or more, shall be formally advertised and sealed bids accepted for purchase of the items. Sale by public auction may be used in lieu of sealed bids. Joint auctions with other governmental agencies are encouraged.

Minimum bid amounts shall be established by the purchasing agent.

Advertisements and bills of sale shall state that all sales are final and purchases are made on an “as is – where is basis”. The District makes no representation about condition or merchantability of the sale items.

Estimated sales in amounts less than \$1,000 shall be made by informal procedures intended to achieve maximum benefit to the District. Sealed bids and auction shall be used to the maximum extent possible.

### PROCEDURE

Department heads shall notify the purchasing Agent of any surplus supplies, materials, and equipment proposed for disposal or sale.

For depreciable assets of the District, the purchasing agent shall complete the declaration of surplus material section of the Depreciable Asset Inventory Control Sheet (Exhibit 4) and submit it to the District Manager for approval. The declaration of surplus shall reference the proposed method of sale, estimated value of the asset, proposed advertisement text, and any other pertinent information shall be submitted with the Depreciable Asset Inventory Control Sheet.

For items that are not depreciable assets, the purchasing agent shall complete a Declaration of Surplus form (Exhibit 7) and submit it to the District manager for approval.

Upon sale of the item(s), payment and all supporting sale documents including a detailed description of the item(s) sold shall be filed in accordance with District filing and archiving procedures and schedules.

## **SECTION 15      PETTY CASH POLICY**

### POLICY

A Petty Cash fund shall be authorized for the purpose of expediting miscellaneous purchases in minimal amounts (\$50.00 or less).

### GENERAL INFORMATION

The petty cash fund shall not be used to avoid or circumvent the centralized purchasing procedures of the District.

Petty cash funds may be used for purchases that do not exceed a total purchase of \$50.00 per request.

Each petty cash request must be submitted to the designated petty cash custodian.

Receipts and documentation of purchases made with petty cash shall be provided to the petty cash custodian as soon as practicable after the purchase has been made.

The petty cash custodian shall provide a report on expenditures made with petty cash including the current balance to Accounting on a monthly basis. Receipts and all supporting documentation shall be submitted to accounting with the monthly report.

## **SECTION 16      CREDIT CARD POLICY**

### POLICY

It is the policy of the District to authorize the use of fleet fuel credit cards and corporate credit cards to enhance the efficiency of purchasing transactions.

### GENERAL INFORMATION

The fleet fuel and corporate credit card program is designed as an additional procurement tool for designated employees to make purchases on behalf of the District in a timely and efficient manner. Personal use of fleet fuel credit cards or corporate credit cards is strictly prohibited.

### FLEET FUEL CREDIT CARDS

Fleet fuel credit cards are to be used only for the purchase of gasoline and other vehicle supplies and services for District owned or leased vehicles.

Fuel credit cards are issued for each vehicle . Only authorized employees are permitted to use fleet fuel cards and each authorized employee is responsible for proper use of said cards. All authorized employees will be issued a personal identification number (PIN) to enable their use of fleet fuel cards. Employees are required to input their PIN and the odometer reading of the vehicle being fueled prior to use of the card.

Written receipts for all purchases made with fleet fuel credit cards must be obtained by the employee, initialed, and submitted to the Financial Administrator within 72 hours of incurring the expense. The District vehicle license plate number must appear on the receipt.

Loss or theft of a fleet fuel credit card must be reported immediately to the employee's Department Head, the District Manager, and the financial administrator.

### CORPORATE CREDIT CARDS

Corporate credit cards provide a convenient, cost effective procurement option for designated employees to make purchases on behalf of the District for which the District is financially liable. When using a District authorized credit card, the cardholder certifies that all purchases are within their spending authority and all purchases comply with District policies. Credit cards may be used to procure goods and/or services and pay for business related travel expenses. Each credit card is issued to a named individual. Credit cards are issued to employees in the following positions:

Manager  
Purchasing Agent  
Operations Supervisor  
Operations Foreman

Credit card limits shall not exceed \$2,500 per month per authorized card. Each cardholder is accountable for all purchases charged against the card and must take precautions to safeguard the card from unauthorized use. Cardholders must not lend or share their credit card with any other person.

#### Acceptable Uses

It is the responsibility of each cardholder to restrict the use of their credit card to legitimate and appropriate business-related purposes. The credit card should never be used to avoid or bypass the District's current purchasing limits.

Examples of purchases that would normally be considered appropriate uses of a District credit card, include:

- Materials, supplies, equipment, and/or services required for normal and emergency operation of District business.
- Work-related subscriptions to periodicals, trade magazines, and/or books
- Professional membership dues
- Registration for conferences, conventions, seminars, and training
- Business-related transportation and lodging expenses

When placing a telephone, fax, or Internet order, cardholders must verify the availability of the item being charged. Back orders should not be charged until they are available for shipment. Cardholders should verify that the total cost, including freight, does not exceed the authorized transaction dollar limit and does not include Colorado State and local sales tax.

#### Unacceptable Uses

The following items are examples of purchases that would be considered and inappropriate and unacceptable use of a District purchasing card; this list is not considered to be all-inclusive:

- Personal items and/or services
- Alcoholic beverages
- Purchases over the cardholder's authorized transaction limit
- Circumventing the purchasing limits by dividing an order
- Cash advances, traveler's checks, and/or the use of an ATM
- Any merchandise, product, and/or service normally considered to be an inappropriate use of District funds and/or in violation of District policy.

### Tax Exemption

All transactions conducted within the State of Colorado are exempt from state and local sales taxes. Cardholders must notify vendors that purchases are tax exempt and provide the District's tax exemption number (98-02343).

### Documentation of Purchases

Cardholders are responsible for obtaining itemized receipts for all credit card transactions. If an itemized receipt is not available, supporting documentation for each charge should be provided. Receipts and any additional supporting documentation must be signed, dated and submitted to the District's financial administrator within 72 hours of the cardholders first day of work after incurring the charge. The financial administrator shall review credit card account statements on a monthly basis to determine that receipts are available for all charges and that credit limits have not been exceeded.

### Lost or Stolen Cards

If a credit card is lost or stolen, it is the responsibility of the cardholder to immediately contact the issuing bank. In addition, the cardholder must contact the financial administrator who will confirm with the issuing bank that the card has been cancelled and request that a replacement card be issued.

**EXHIBIT 1**

**PLATTE CANYON WATER AND SANITATION DISTRICT**

**ACKNOWLEDGMENT OF RECEIPT**

I, the undersigned employee of the Platte Canyon Water and Sanitation District, hereby acknowledge that I have received a copy of the "Purchasing Manual" and understand that it is my responsibility to become familiar with its contents including any future revisions and referenced materials. I further understand that this Manual supersedes all previous editions, that it is the property of the District, and will be returned upon termination.

If I have any questions regarding this Manual or other District policies, I understand I am encouraged to discuss them with my supervisor and/or the District Manager.

\_\_\_\_\_  
Signature

Date

\_\_\_\_\_  
Revision

Date

**PLATTE CANYON  
VENDOR REQUEST FORM**

**EXHIBIT 2**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Billing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sales Representative \_\_\_\_\_

Discount/Payment Terms \_\_\_\_\_

List product or service code & description

<u>Code</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What kind of data best describes your company?

_____ Individual	_____ Tax Exempt
_____ Sole Proprietorship	_____ Other (describe)
_____ Partnership	_____
_____ Corporation	_____

FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER: \_\_\_\_\_

**PLATTE CANYON  
PURCHASE REQUISITION**

**EXHIBIT 3**

REQUISITION NO.
-----------------

NAME	DATE	<u>FOR PURCHASE DEPARTMENT ONLY</u>
	DATE REQUESTED BY:	

<b>SUGGESTED VENDORS</b> COMPANY _____ REP _____ PHONE# _____ COMPANY _____ REP _____ PHONE# _____	VENDOR CODE _____ PRICE _____
	VENDOR _____ TERMS _____
	VENDOR CODE _____ PRICE _____
	VENDOR _____ TERMS _____
	VENDOR CODE _____ PRICE _____
	VENDOR _____ TERMS _____

<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION OF ITEM</u>	<b>REASON</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>

<b><u>NOTICE OF CONFIRMATION</u></b>	
P.O. NUMBER _____	Agent Approval _____
VENDOR _____	
REPRES. _____	
PHONE # _____	
DATE _____	
	Manager Approval _____

# PLATTE CANYON RECEIVING REPORT

**EXHIBIT 4**

P.O. NUMBER \_\_\_\_\_ BLANKET P.O.:      Y    N

ORDERED FROM \_\_\_\_\_

ORDERED BY \_\_\_\_\_

NAME OF CARRIER \_\_\_\_\_

ITEM DESCRIPTION	# OF UNITS	TOTAL QTY RECEIVED	FOR: (UNIT ID)

**RETURNED ITEMS NOT TO BE PAID FROM INVOICE**


**BACKORDERED ITEMS**


Signature of Receiver \_\_\_\_\_ Date \_\_\_\_\_

\* **NOTE:**      Attach receipt for purchasing, invoice for accounting  
 White --                      Yellow – Purchasing                      Pink -- Accounting

# DEPRECIABLE ASSET INVENTORY CONTROL SHEET

# EXHIBIT 5

Asset Class: \_\_\_\_\_

Asset No.: \_\_\_\_\_

Asset Serial No.(s): \_\_\_\_\_

Asset Description: \_\_\_\_\_

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Date Acquired: \_\_\_\_\_

Cost of Asset: \_\_\_\_\_

Purchase Order No.: \_\_\_\_\_

Depreciation Life: \_\_\_\_\_

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### Declaration of Surplus

Date: \_\_\_\_\_

Estimated value of asset: \_\_\_\_\_

Proposed method of disposal: \_\_\_\_\_

Department head: \_\_\_\_\_

Purchasing agent: \_\_\_\_\_

District manager: \_\_\_\_\_

---

---

Date of Disposal: \_\_\_\_\_

Method of Disposal: \_\_\_\_\_

Was Asset Fully Depreciated:  Yes or  No

If not:

Accumulated Depreciation: \_\_\_\_\_

Undepreciated Value: \_\_\_\_\_

Purchaser:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

---

---

## ATTACH PICTURE OF ASSET TO THIS FORM

**PLATTE CANYON  
TRAVEL APPROVAL COST ESTIMATE**

**EXHIBIT 6**

EMPLOYEE NAME \_\_\_\_\_ DATE \_\_\_\_\_

METHOD OF TRAVEL \_\_\_\_\_

DATES OF TRAVEL \_\_\_\_\_

AIRLINE DESIRED \_\_\_\_\_

FLIGHT # \_\_\_\_\_

DEPARTURE \_\_\_\_\_ ARRIVAL \_\_\_\_\_

HOTEL REQUESTED \_\_\_\_\_

ESTIMATED COSTS:

TRANSPORTATION \$ \_\_\_\_\_

HOTEL \$ \_\_\_\_\_ (\_\_\_\_\_ nights @ \$\_\_\_\_\_)

REGISTRATION \$ \_\_\_\_\_

PER DIEM \$ \_\_\_\_\_ (\_\_\_\_\_ days @ \$\_\_\_\_\_)

CAR RENTAL \$ \_\_\_\_\_ (\_\_\_\_\_ days @ \$\_\_\_\_\_)

TAXI \$ \_\_\_\_\_

MISCELLANEOUS \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

CHECKS PAYABLE TO	AMOUNT	DATE NEEDED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AGENT APPROVAL \_\_\_\_\_  
MANAGER APPROVAL \_\_\_\_\_

**PLATTE CANYON  
TRAINING AUTHORIZATION FORM**

**EXHIBIT 7**

Employee Name(s) \_\_\_\_\_ Date \_\_\_\_\_

**Type of Activity: \***

Conference \_\_\_\_\_

Seminar \_\_\_\_\_

Training \_\_\_\_\_

Location of Activity \*\*

Date(s) of Activity \_\_\_\_\_ Time(s) of Activity \_\_\_\_\_

Cost of Activity/employee \$ \_\_\_\_\_ Total Cost of Activity \$ \_\_\_\_\_

**Purpose of Activity:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agent Approval** \_\_\_\_\_

**Manager Approval** \_\_\_\_\_

\* NOTE: REGISTRATION FORM AND APPLICABLE COURSE OR ACTIVITY DESCRIPTION  
MUST ACCOMPANY THIS REQUEST.

\*\* NOTE: IF TRAVEL IS REQUIRED, A TRAVEL APPROVAL COST ESTIMATE FORM MUST BE  
SUBMITTED WITH THIS FORM.

<p><b>Accounting Use:</b> Payable To: _____ Date Needed: _____</p>
--

**WHITE** – Employee

**YELLOW** – Purchasing

**PINK** - Accounting

**PLATTE CANYON WATER AND SANITATION DISTRICT  
Declaration of Surplus Property**

Date: \_\_\_\_\_

Description of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Value: \_\_\_\_\_

Proposed method of disposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures

Department Head \_\_\_\_\_

Purchasing Agent \_\_\_\_\_

District Manager \_\_\_\_\_