



CITY OF SUNBURY
225 MARKET STREET
SUNBURY, PENNSYLVANIA 17801
WWW.SUNBURYPA.ORG
SUNBURY1@PTD.NET
570-286-7820

MAYOR
JOSHUA BROSIOUS
COUNCIL
RICHARD L. REICHNER
JOHN BARNHART
LISA MARTINA
JAMES R. EISTER

Resolution 2022-54

Approved July 25th, 2022

City of Sunbury Purchasing Policy

Purpose

The purpose of this policy and procedure is to establish a consistent standard and process for the procurement of the City's resources, and to establish proper procedures for expenditures of city funds.

Roles and Responsibilities

City Employees: City employees can purchase items under \$75 so long as they are an authorized person to make purchases or use city issued credit card(s). Authorization must be obtained by filling out the proper paperwork with your supervisor and returning said paperwork to City Clerk's office.

Department Supervisor- May approve department purchases up to \$500.00.

Department Head (Councilperson): The Department head is required to approve any purchase requests from a department supervisor amounting in \$500.00 up to \$999.99. in the absents of the Department Head and in the instance an emergency arises the Mayor will have authority to approve the purchase.

City Council: City Council is required to approve any departments purchase requests that equals \$1000 more.

Council with a majority vote must approve any request that was not allocated in the current years approved budget, or if transferring of funds from one line item to another is needed to make purchase.

Procedure

- First research supplier and comparing prices, to find the best product and price.
- Follow purchasing thresholds listed above, signature of approving supervisor, department head or council approval date listed on all receipts as needed.
- PO's must be used for each purchase identifying the department line item to be charged, using the following

Police Department- 17820

Mayor's Office- 27820

Account and Finance Department- 37820

Public Safety- 37820

Public Works- 47820

Parks and Public Property- 57820

-When a purchase is requiring a city issued credit card city issued credit

-Credit Cars Use Form must be filled out with approving supervisors or department head signature when needed affixed.

- All paperwork for proof of purchase must be attached to the Credit Card Use Form

- Submit all paperwork to the Accounts and Finance Department immediately for online purchase and within three (3) days of return from travel and or in person purchase.

Mis Use of Purchasing Policy

Failure to follow the above procedures will result in disciplinary actions such as suspension, and or permanent revocation of an employee or department's ability to make purchases, and or immediate termination of employment.

Passed this ____ day of July, 2022

City of Sunbury:

Joshua A. Brosious, Mayor

Jolinn Barner, City Clerk

