

5.2.2 - Purchasing Procedures ★

Standard: Agencies shall have established procedures for the requisition and purchase of agency equipment, supplies, and services.

Suggested Evidence of Compliance: Provide the procedures for the requisition and purchase of agency equipment, supplies, and services, including:

- a. Bidding procedures;
- b. Criteria for the selection of vendors and bidders; and
- c. Procedures for disbursement of petty cash and issuance; and
- d. Use of procurement cards, if applicable.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 19 – Financial Management, pp. 515-517.

Agency Evidence of Compliance:

Park District of Oak Park purchasing is guided by its purchasing policies and procedures, all of which are in compliance with the Illinois Procurement Code (30 ILCS 500). The Procurement Policy¹ sets forth the overall requirements for staff in regards to purchasing, including bidding requirements, requests for quotations, as well as programs to encourage the purchase of environmentally-friendly products and locally-purchased products. Staff have outlined the Procedures for Bidding of Products and Services² in which the Park District will spend over \$20,000 on in a given year. These procedures also indicate the standards under which a prospective bidder is judged.

The Board of Commissioners have also adopted a Payments Policy³ that creates the foundation for both the use of petty cash and procurement cards. The Procedures for Procurement Cards⁴ (or P-Cards, as they are often called at the Park District) outlines the accepted uses of procurement cards, the purchase approval process, as well as the process to be followed if a procurement card is lost or stolen. The Procedures for Petty Cash⁵ allow staff to receive up to \$35.00 for miscellaneous items and defines the reconciliation process staff must follow when using petty cash.

Documentation of Evidence:

1. [05.02.02_Procurement-Policy.pdf](#)
2. [05.02.02_Procedures-for-Bidding-of-Products-and-Services.pdf](#)
3. [05.02.02_Payments-Policy.pdf](#)
4. [05.02.02_Procedures-for-Procurement-Cards.pdf](#)
5. [05.02.02_Procedures-for-Petty-Cash.pdf](#)

Agency Self Assessment: MET
