

**1000.5 SUBJECT: PURCHASE REQUISITIONS**

- :1. **OBJECTIVE:**  
Describe policy and procedures for requisitioning of items required for use by the various City departments/bureaus/divisions/offices.
- :2. **AUTHORITY:**  
This procedure amended by City Council November 14, 2005, Item A4.
- :3. **DIRECTION:**  
Director of Purchasing and Materials Management, as an appointed official, serves at the pleasure of, and receives direction from the Mayor through the General Administration Department Director.
- :4. **METHOD OF OPERATION:**
- A. **Definitions**  
For the purpose of this procedure, item(s) is defined as any supply, material, equipment, article, thing or service that shall be furnished to or used by a City department in the accomplishment of its responsibilities.
- B. **General**  
The Director of Purchasing and Materials Management has the authority to purchase or contract for all supplies, materials, equipment and services required by City departments, except those specifically excluded by City Code, Chapter 7.
- C. **Procurement Process – General**
1. **Introduction to FOCIS (Financial Operations City Information System)**
- a. The City of Orlando's FOCIS consists of four (4) major parts:
- Purchasing City Stores
  - Budget Development
  - General Accounting
  - Accounts Payable/Centralized Revenue
- b. This Introduction to FOCIS will explain the following Purchasing items:
- FOCIS Overview
  - Bidding Procedures
  - Annual Contracts
  - Requisitions
  - Procurement Card
  - Item Numbers (Commodity Numbers)
  - Address Book Numbers (Vendor Numbers)
- c. The FOCIS system is part of the computer network available to all city departments. All transactions for commodities and services are processed by using FOCIS. All of the information entered interacts with Management and Budget, Purchasing and Materials Management, and the Accounts Payable Section.
2. **Bidding Procedures**  
All requests for commodities and services are entered into FOCIS as a requisition.

All requisitions are acted upon by Purchasing in accordance with Policy and Procedure 1000.7, titled Procurement of Goods and Services or, in providing items for the Fleet Management and Facilities Management Bureaus, in accordance with Policy and Procedure 1000.11, titled Fleet Management and Facilities Management Supply Support System.

3. Annual Contracts

Contracts are established by Purchasing for supplies and services. Items may be obtained from an authorized contract vendor and, upon receipt of the item(s) and the vendor invoice, entered in the computer as a speed voucher or any other voucher payable option using a P2 document type. A listing of all available contracts, the vendor to contact, and the contract expiration date is available in the FOCIS system.

The Item Number, Vendor Number, and the Account an item is charged to is also shown on the contract menu, and must be used to complete the invoice payment process.

4. FOCIS Transaction

The five (5) different types of transactions that can be used for requesting goods and services through FOCIS are as follows. (Instructions for processing these transactions are provided in the FOCIS End User's Manual)

- Normal Requisition
- Recurring Requisitions
- Emergency Order
- Contract Order
- Annual Contracts

a. Normal Requisition

A "Normal" requisition is used for routine requirements for supplies and services allowing a lead-time of at least one week for research and bidding before a purchase order can be completed.

b. Recurring Requisition

A "Recurring" requisition allows for order of an item that is used on a continuing basis. The requisition is made by recalling a particular number already established in FOCIS to be used over and over.

c. Emergency Order

An "Emergency Order" is made after the item has already been received, having been ordered by the department from a vendor for an emergency situation, such as equipment breakdown, prevent work stoppage, protect public health or safety or any emergency situation affecting the department or the operation of the City. Emergency orders are entered into FOCIS as a speed voucher or any other voucher payable option with full justification explaining the emergency situation. Emergency orders require approval of the department director and Purchasing before the vendor invoice is forwarded to Accounts Payable for payment. Prior approval of the Director of Purchasing and Materials Management is required during normal business hours. Emergency purchases made during evenings, weekends, and holidays will be brought to the attention of the Director of Purchasing and Materials Management immediately on the next normal workday.

- d. Contract Order  
A Contract Order is used for Public Works construction or professional services orders, which allow for payments over a period of time. These orders are monitored by Management and Budget and entered into FOCIS using an item and vendor number.
  - e. Annual Contracts  
. After an item has been purchased from an authorized vendor which has an established contract for supplies or services with the City, the purchase is paid through the FOCIS system by means of a speed voucher or any other voucher payable option using a P2 document type for all annual contract payments. The invoice is forwarded to Accounting for payment with the proper paperwork.
5. Procurement Card Transactions/Check Requests/Small Purchases  
Any procurement not exceeding \$1,000 may be authorized by a Department Director, Office Head, Division Manager, or Bureau Chief and their designees in accordance with procedures promulgated by the Director of Purchasing provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase transaction as defined herein. A procurement card or check request (replaces field purchase order) will be used to authorize vendor payment.

The Procurement Card program provides efficiency in processing low dollar purchases of commodities or services from any vendor that accepts a credit card. It allows the cardholder to purchase commodities and services directly from vendors within the transaction limits established for each cardholder. Each procurement card is issued to a named individual and the City is clearly shown on the card as the Governmental buyer of goods and services. Policy and Procedure 412.3 provides detailed instructions for the use of a procurement card.

6. Item (Commodity) Numbers  
The Purchasing System within FOCIS consists of a computerized list of goods and services, which are available to be requisitioned by a Department. Key terms used in connection with the FOCIS System are as follows:
- a. Item  
This is an individual item (i.e., goods or services) which can be requisitioned by a department. Each item is characterized by a 6-digit Item code, consisting of the following two parts:  
Catalog Number . . . . . XX (2 digits)  
Group Number. . . . . XXXX (4 digits)
  - b. Item Catalog  
A complete on-line list of Items containing the (Item Number, corresponding descriptions and account numbers.
  - c. Account Cross Reference  
Account cross reference number is the expenditure line item against which the purchase cost of the item number will automatically be charged. Most items can be charged against *one and only one* account. However, certain items (such as calculators, cameras, small pumps, office furniture, etc.) can be charged against several accounts, depending on whether the

purchase price is under or over \$1,000.

Item Numbers can be found in FOCIS either by reviewing the catalog and group for the particular item or by using the "alphabetic catalog search" option. All items are entered in FOCIS by noun as the first word of the description, i.e., "ladder," "chair," "hammer," "paint," "shirt." Upon entering the noun, the Item Number will be shown with the catalog group, the account to which the item is to be charged, and a description of the item type such as fire equipment, tools, waste equipment, etc.

7. Address Book Numbers

An Address Book Number is required for every payment transaction made through FOCIS which includes purchase orders, contract orders, vouchers, pro card transactions, , and emergency orders, Address Book numbers are identified by a consecutive numbering system. Address Book Numbers can be found by entering the name by first word of name, first alpha character of first word, or full name, in the Address Book search portion of the FOCIS Menu. The first alpha character entry must be upper case.

8. Basic steps required for the procurement of items are:

- a. Funds must be approved by City Council and allocated by Management and Budget.
- b. Approval for the expenditure of department funds required for the procurement request must be obtained from the responsible appointed official, or designee.
- c. The requisition is processed by Purchasing.

The processing includes obtaining competitive prices by means of established procurement processes.

D. Instructions for Requisition Processing

1. Regular Requisition FOCIS

- a. A regular purchase requisition originates with the requesting department and shall be approved by the appropriate appointed official or authorized designee by means of a predetermined FOCIS access password.
- b. A regular requisition shall be entered using the FOCIS system and the related buyer message option.
- c. Like items may be grouped on an individual requisition. Items will be charged to the appropriate budget line from the FOCIS catalog and group number selected.
- d. The complete delivery address shall be shown on the FOCIS buyer message option.
- e. Requisitions will be numbered consecutively by the FOCIS system.
- f. An item shall be identified using the pre-assigned item number available within the FOCIS catalog index. Specifications signed by the appropriate appointed official shall be submitted to Purchasing when pertinent to a particular requisition. Specifications or other information may also be attached to each line item and/or as a header message by use of the exit bar options. This task may be accomplished by use of a scanner when a source of supply is known, the requisition should show "suggested

source" and the supplier's name and item number.

A delay in procurement can result when items requested are not properly and adequately described.

2. Annual Contract Items

- a. Requests for items on an annual contract originate with the using department and are approved by the appropriate appointed official or authorized designee.
- b. The procurement process for supplies and services under an annual contract and one on the open market are separate and distinct but both go through the FOCIS system. When ordering supplies and services that are included in an annual contract, requesting departments shall refer to appropriate agreement in effect and enter information in accordance with FOCIS End User's Manual
- c. Each Contract has specific terms, conditions and pricing schedules, which must be adhered to and monitored by the using agency. City employees authorized by their password to order and receive Annual Contract items are responsible for ensuring that only valid Annual Contracts with correct vendor and item numbers are utilized and that maximum contract dollar value limitations and maximum individual order dollar value limitations are not exceeded. If an Annual Contract requires Scope of Work and/or maximum dollar value changes, the requester must first contact Purchasing and receive a fully executed Contract Amendment *prior* to release of a work authorization to the Contractor for the amended Scope of Work.

E. Other Purchase Requisitions

For information regarding the purchase of items other than those outlined herein, such as those not considered appropriate for ordering as regular, annual contract, emergency purchase, or Pro Card transactions, the Director of Purchasing and Materials Management should be queried.

F. Instructions for Entering Requisitions in the FOCIS System

1. Access FOCIS system with assigned password.
2. All requisition entries are accomplished by means of selecting options covered within FOCIS.
3. Instructions for each step to create a requisition are shown on PC screens (or can be found in the FOCIS End User's Manual).
4. Options are selected from FOCIS Purchasing System Menu in sequence as follows:
  - a. Enter requisition option
    - (1) Normal, non-inventory
    - (2) City Stores, Inventory
  - b. Order menu
    - (1) This option allows for a selection of item numbers that are required to start a requisition
    - (2). Review catalog index
    - (3) Alphabetic catalog search

- c. Upon locating the required item number using items (1) through (3) above, the selected number is made available for placement on a requisition by means of double clicking with the mouse on the item number.
- d. Order
  - (1) .Enter item number
  - (2) .Enter quantity
  - (3) .Enter estimated cost
  - (4) Enter program number
  - (5) .Enter project number (if appropriate)
  - (6) Enter date needed
  - (7) Click on "ok" in tool bar area
5. Upon final entry and authorization, requisition immediately appears on the requisition screen in Purchasing & Materials Management.
6. After entry of a requisition, department may ascertain action (Purchase Order Number) taken on a particular requisition by accessing the "Open Requisition Inquiry" screen.

:5 FORMS:  
None.

:6 COMMITTEE RESPONSIBILITIES:  
None.

:7 REFERENCE:  
Orlando City Code, Chapter 7. Procedure amended by City Council October 21, 1985, Item 16A-11; amended November 3, 1986, Item 17A-1; amended August 15, 1988, Item 14A-13; amended September 12, 1991, Item 4/LL; amended July 26, 1993, Item 5-SS; amended February 27, 1995, Item RR; amended November 18, 1996, Item 6 Z; amended December 14, 1998, Item 6-W; amended April 17, 2000, Item 3-D; amended September 15, 2003; policy section # changed from 191.5, April 2004; amended November 14, 2005, Item A4.

:8 EFFECTIVE DATE:  
This procedure effective November 14, 2005.