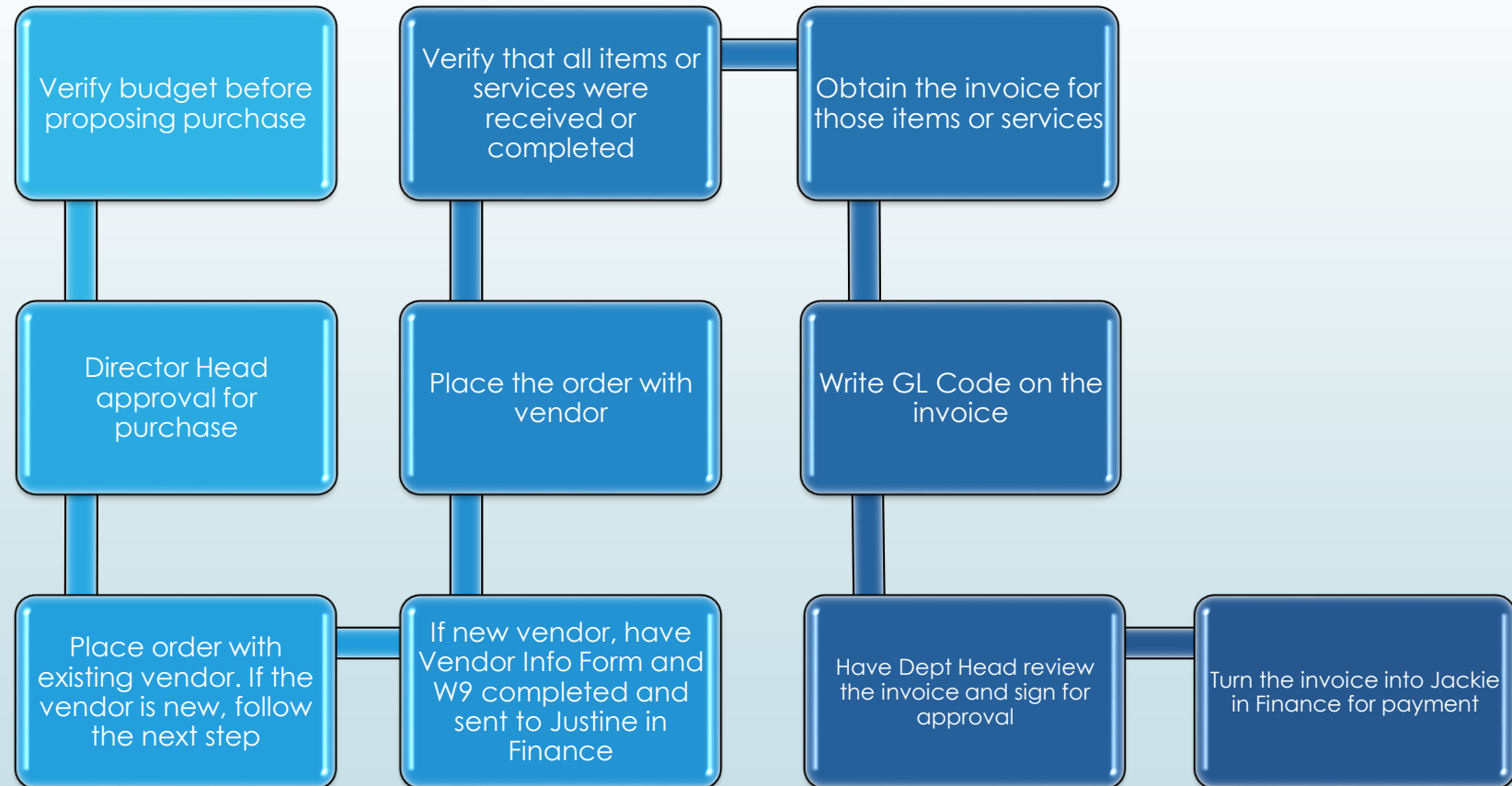




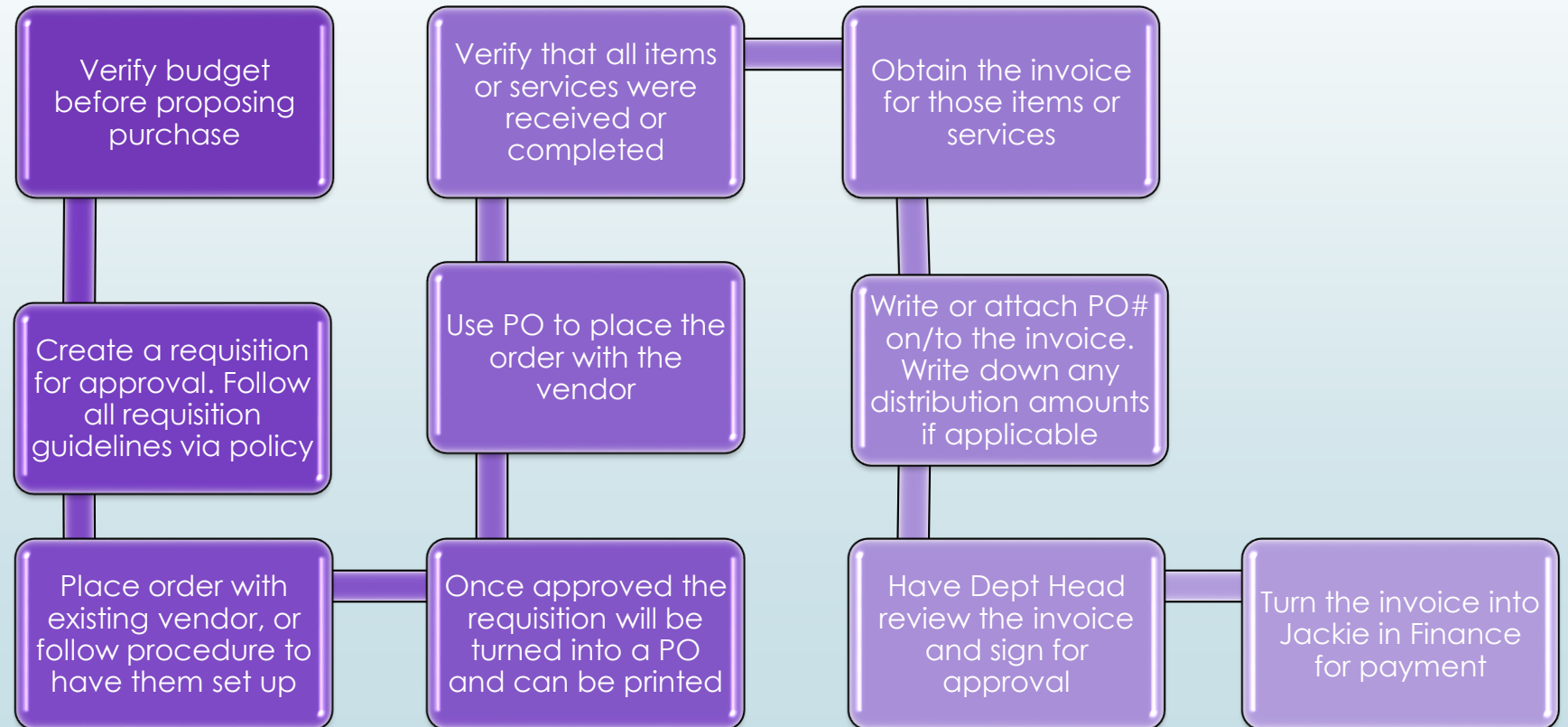
# City of Beaumont

## Purchasing Process

# Process for purchases under \$2,500



# Process for Purchases over \$2,500 but under \$25,000



A decorative graphic on the left side of the slide. It features a dark blue vertical bar on the far left. A black arrow points to the right from the top of this bar. Below the arrow, several thin, curved lines in shades of blue and grey sweep upwards and to the right, creating a dynamic, abstract background element.

## Processes for purchases over \$25,000

- Follow all policy and procedures in preparing a presentation for council.

# Important deadlines

## Invoices due by

w/o PO  
Tuesday at  
2pm

With PO  
Wednesday  
at 10am

## Requisition approval path/schedule

Department Head approval- immediate

Budget Specialist-by EOD Wednesday

Finance Director – Thursday morning

City Manager – EOD Thursday

Council Approved – EOD Thursday

Finance creates PO - Friday

# Who can help me?

## Budget Analyst

- Budget
- Requisition approval
- Grants
- CFD payoff
- Project accounts

## Jackie

- Accounts Payable
- Vendor History and Information
- Creates POs
- Legal accounts
- Amazon acct admin
- Simplifile account admin
- Public Purchase acct admin
- UPS Shipping

## Jennifer

- Bonds
- Transit Accounting
- DIFs
- TUMF reporting
- MSHCP reporting
- Developer agreements
- Manages Budget Analyst

## Justine

- Accounts Receivable
- New Vendor Setup
- Creates Invoices
- Weed Abatement
- Voyager Cards
- Credit Card Liaison
- Transit Stickers
- UPS Shipping

## Lisa

- GL Account management
- Amazon approval
- Quill approval
- Requisition approval
- Manages Accounting Technicians