

INTER-OFFICE MEMORANDUM

CITY OF HARRISBURG

July 30, 2014

TO: Bruce Weber, Finance Director
Bureau of Financial Management

FROM: Charlie DeBrunner, Controller
Office of the Controller

SUBJECT: Contract Approval Process

Based on our discussion earlier this morning, I would like to document our understanding of how contract approval will be handled by the Controller's Office. My responsibilities are to ensure sufficient appropriation exists prior to approving a contract and verify purchasing rules are followed. In order to do that, the Administration has agreed to generate a proper purchase order identifying the funding source for the contract. Once our office receives the purchase order, we will sign off on the contract and return it to the Administration along with the executed purchase order. It is ultimately up to the Administration to design a process that satisfies the requirements for an executed contract, but based on our understanding this morning, we recommend the following:

1. When a partially executed contract is received in the Controller's Office, we will notify the Administration (Bruce Weber) that a requisition should be entered into the purchasing system.
2. The requisition will follow the normal approval process where it is approved by the Controller's Office at the final level.
3. The requisition will be converted to a purchase order and sent to the Controller's Office for signature.
4. The contract amount will be compared to the funding source identified on the purchase order and compliance with purchasing policy verified. Both documents will be approved by the Controller.
5. The purchase order and contract will be returned to the Purchasing Office for any further processing.

If you have any suggestions or recommendations to this process, please contact me at your earliest convenience to discuss.

Thank you.

cc: Eric Papenfuse, Mayor
Neil Grover, Solicitor
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