

CITY OF OAKWOOD
ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY NO. 2

SUBJECT: PROCUREMENT AND PURCHASING

DATE: ORIGINATED: JULY 16, 1997
REVISED: JULY 22, 2002
REVISED: AUGUST 27, 2013
REVISED: NOVEMBER 26, 2013
REVISED: SEPTEMBER 24, 2021
REVISED: FEBRUARY 24, 2023

RECOMMENDED BY:



CINDY STAFFORD, FINANCE DIRECTOR

CONCURRED BY:



ROBERT JACQUES, LAW DIRECTOR

APPROVED BY:



NORBERT S. KLOPSCH, CITY MANAGER

PURPOSE: The city of Oakwood, Montgomery County, Ohio (“City”) has implemented this Procurement and Purchasing Policy (“Policy”) to promote and maintain a system of procurement and purchasing that is efficient, consistent, effective, equitable, and assures quality and integrity in City purchasing. The City complies with all applicable federal and state laws concerning public purchasing.

This Policy applies to any and all purchases of any kind made by the City, including, but not limited to, goods, products, improvements, materials, supplies, vehicles, equipment, and/or services. It is to be interpreted and applied in conjunction with the Oakwood City Charter, Chapter 145 of the city of Oakwood Codified Ordinances, and any applicable sections of the Ohio Revised Code relating to the procurement and purchase of goods and services by a charter city.

POLICY: Each Department Head and any other person authorized to make purchases, shall comply with Chapter 145 of the city of Oakwood Codified Ordinances. In addition, Each Department Head has a duty to continuously evaluate established budgetary needs to make certain purchases are necessary and that such purchases give the taxpayer the best value for the dollar. Each Department Head is expected to make justifiable purchases in a timely fashion, within the confines of the approved annual budget, current cash flow constraints, and consistent with this policy.

FINANCIAL INFORMATION: Through the VIP financial software, “MyVIP Pages” Department Heads have daily access to year-to-date and daily fund activity. (*Expense Report for Current Year.*) The report provides information to ensure that budget constraints are followed. Additionally, the electronic requisition / purchasing system will warn the submitter and the approver of all purchase lines that are over the budgeted amount. The system is set to warn and continue.

All required documents to complete a “contract packet” can be found on the Public drive in the folder called “Purchase Contract Requirements.”

PURCHASING PROCEDURES:

- (1) **Contracts.** The City Manager is the purchasing agent for the City and shall sign all contracts on behalf of the City. The City Manager may delegate certain portions of purchasing agent duties to a Department Head.

A completed contract packet (see Appendix 1) must be attached to all contracts prior to requesting the City Manager’s signature. A contract packet includes the following:

Completed Purchase Contract Attachment

- (a) Completed Authorization for Tax Account Review and Release of Good Standing Certificate
- (b) Contracts greater than \$10,000 - Proof of acceptable vendor per the Auditor of State website (<https://ohioauditor.gov/findings.html>)
- (c) New Vendor – Completed and signed IRS Form W9
- (d) Individual Contractor – Completed New Hire Form and OPERS Form
- (e) City Attorney Review
- (f) Certificate of Director of Finance
- (g) Competitive Pricing Quotes (typically 3 required)

- (2) **Purchase Orders.** Except under the conditions of (c) below, whenever the head of a department deems it necessary or desirable that supplies, material, equipment or contractual services be purchased or secured, such Department Head shall have a purchase order prepared and approved prior to committing the city to such a purchase.

- (a) **Competitive Pricing.** If the cost will be fifty thousand dollars (\$50,000) or less, the Department Head may use informal competitive bidding.

If the cost will exceed fifty thousand dollars (\$50,000), the Department Head shall use the formal competitive bidding procedure (see section 145.04). Exceptions to the formal competitive procedure are outlined below and further detailed in Chapter 145, Purchases and Contracts.

The Department Head shall provide documentation of competitive bidding for purchases that are twenty-five thousand dollars (\$25,000) or more. Such competitive procedure shall include obtaining estimates, quotations or bids from a minimum of three (3) different sources, to the extent possible, and negotiating to obtain the lowest and best prices for the City. For purchases less than twenty-five thousand dollars (\$25,000), documentation of competitive bidding need not be attached to the purchase order. However, the Department Heads must still be prepared to attest that best efforts were used to obtain the lowest and best price for the City.

For purposes of substantiating that the lowest and best pricing and terms were negotiated, documentation of competitive bidding shall be deemed to have a life of one (1) year, except that a vendor may be utilized one (1) additional year, in the event that: a) the vendor has not increased prices, or b) the vendor has increased prices by a reasonable amount, in comparison to the pertinent industry average, as reflected in the Consumer Price Index, or c) an independent or

objective study or report (such as Consumer Reports Guide) supports the vendor or manufacturer as lowest and best.

Purchases of supplies, materials, equipment, labor, work or service may be completed, whether or not the price is over \$50,000, without the need for formal bidding procedures if any of the following ten (10) conditions under 145.04E. of the Oakwood Codified Ordinances apply:

1. Public emergency declared in a resolution by a four-fifths vote of Council;
2. Where proximity of the supplier and/or immediate availability of the product or service is a determinative factor;
3. Where special or unusual circumstances make it advisable that the City deal with a particular Vendor on a sole-source basis;
4. Where a contract has already been entered into and a change order is sought for additional items or services, so long as all such change orders on a particular contract do not exceed twenty five percent (25%) of the original contract amount;
5. Participation in state contracts arranged by the Office of State Purchasing (part of the Ohio Department of Administrative Services) pursuant to Ohio Revised Code Section 125.04, or any other governmental cooperative purchasing program;
6. Where a purchase or contract can be obtained locally at a price below the price offered under a governmental cooperative purchasing program;
7. Contracts for professional or personal services;
8. Contracts for insurance, employee benefits, or other products or services where the purchase price or rates have been obtained through the services of a broker hired or contracted by the City;
9. Any other situation in which Council declares, by resolution, that the best interests of the City would be served by dispensing with the requirement of formal bidding for a particular purchase or contract; and
10. Any other exception in this chapter or allowed by the Charter or Ohio law.

(b) Limits. After following the appropriate bidding procedure, the head of the department shall have a purchase order prepared that is addressed to the successful bidder, directing the vendor to supply the goods or services in accordance with the terms agreed upon. If the value of the goods or services is \$1,000 or more, the City Manager must authorize the purchase; otherwise the head of the department has authority to make the purchase after funding has been certified by the Finance Director. If the actual cost of a purchase will exceed the original estimate by more than 25%, the additional amount shall be treated as a separate purchase and processed utilizing a new purchase order and the appropriate bidding procedure and securing the proper approvals.

Except under the conditions of (c) below, all purchase orders must be submitted to the Director of Finance for certification prior to making the purchase so that the funds may be encumbered.

The City Manager must also approve all requests for:

- Training over \$500 or involving travel out of the State of Ohio and / or overnight stays.
- New memberships / subscriptions.
- Purchases that exceed appropriations.

- Purchases that may pose a conflict of interest.
- Any purchase for which the Department Head or Finance Director deems it necessary to notify the City Manager.

(c) **Advance Approval.** All purchase orders must be approved by the Department Head and City Manager as appropriate and certified by the Finance Director in advance with the following exceptions:

- When urgency dictates, Department Heads may verbally approve purchases of less than \$1,000, provided that a subsequent purchase order is processed as soon as possible thereafter.
- The City Manager may verbally approve emergency purchases provided the Department Head processes a purchase order as soon as possible thereafter.
- Professional services, after receiving the City Manager's verbal approval.
- Utilities.

(d) **Blanket Purchase Order Process.** Blanket purchase orders may be issued for an estimated year's supply of a standardized material (e.g. gravel, roadway salt, automotive parts, hardware, etc.) where buying convenience or a quantity discount is a factor. A blanket purchase will only be authorized for the current calendar year. If the blanket purchase order is taken out during the current calendar year, the Department Head should estimate the amount for the remainder of the year.

- Blanket purchase orders may be issued and approved against any specific line item or account. Additionally, more than one blanket purchase order may be outstanding at one particular time for any one particular line item appropriation or vendor.
- When making a purchase covered by a blanket purchase order, the Department Head must provide the vendor with the PO number. After a purchase is made that is covered by a blanket purchase order, the only documentation that must be submitted to the finance department is the approved invoice referencing the blanket purchase order number, and denoting the line item against which to charge the item.
- A blanket purchase order does not cover all purchases from that vendor. There are certain situations that require a separate purchase order be issued. Any single non-recurring item purchase that exceeds \$1,000 must be processed as a separate purchase with a separate purchase order.

(e) **Purchase Order Protocol.** Each Department Head will notify the Finance Director as to the employees who require access to the VIP Purchasing System. All purchase orders are entered as requisitions through the VIP Purchasing System. The VIP System has defined parameters based on the purchasing policy. All three steps of the process, including Department Head approval, City Manager approval and Finance Director certification are completed electronically. Once the Finance Director has certified the requisition, the requisition becomes a purchase order with a valid purchase order number.

(3) **Petty Cash Process.** If the item to be purchased is less than \$50, the purchase may be made using petty cash. Special circumstances may dictate that other items, in excess of \$50 but less than \$100, also be considered petty cash, at the discretion of the Finance Director. The head of the department shall approve all petty cash purchases consistent with the procedures below.

If the purchase is authorized as petty cash and is not covered by a regular or blanket purchase order, the person making the purchase shall complete a pre-numbered petty cash receipt before securing funds. (See Appendix 3.) Upon completing the purchase, the invoice / receipt for the item that was purchased shall be attached to the petty cash receipt form. Information to be included on the petty cash receipt includes:

- Date
- Description
- Amount
- Account to charge

As with all purchases, the Department Head shall approve the petty cash receipt. When it becomes necessary to replenish the petty cash fund, the department will enter the petty cash receipts in a log (see Appendix 4 for an example of a suitable log. This sample log in Excel is available on the public drive in the Forms folder.) Petty cash receipts are pre-numbered for tracking purposes and the log must contain each pre-numbered cash receipt form used as well as voided cash receipt forms. The cash log will be submitted to the Finance Department for reimbursement.

(4) **Inspection of Deliveries.** The Department Head shall be responsible for the inspection of all deliveries of supplies, material, and equipment or contractual services to their department to ensure conformance with the specifications set forth in the purchase order or contract. Approving an invoice for payment is considered “certification” of this inspection.

(5) **Invoices.** All invoices must be approved by the Department Head before payment will be processed. A packing slip, if available, shall also be submitted to the Finance Department.

(6) **Tax Exemptions.** The city of Oakwood is exempt from State sales tax. When making purchases, Department Heads shall ensure that vendors do not charge sales tax. The *Sales and Use Tax Blanket Exemption Certificate* is located in the Public drive in the folder called “Purchase Contract Requirements.” (See Appendix 5.)

(7) **Conflicts of Interest.**

(a) All City officials, officers, Council members, employees, or agents of the City shall comply with all applicable ethics laws, including, but not limited to, Ohio Revised Code Chapter 102 and Ohio Revised Code §§ 2921.42, 2921.421, and 2921.43, as the same may be amended from time to time.

(b) No City official, officer, Council member, employee, or agent of the City shall participate in any purchase or the selection, award, or administration of a contract by the City and/or supported by City or public funds where there is or may be a conflict of interest, real or apparent, involved. A conflict of interest arises when the official, officer, Council member, employee, or agent of the City or his or her spouse, significant other, any member of his or her immediate family, his or her business associate or partner, or any entity or organization in which any such party

has a financial, business, or other interest or which employs or is about to employ any such parties has any business, financial, or other interest in any vendor from whom a purchase is being considered, is to be made, has entered a bid, and/or is selected for an award and/or contract.

- (c) No City official, officer, Council member, employee, or agent of the City shall solicit or accept any bribe, gratuity, favor or anything of monetary value from any person or entity with whom the City is considering making a purchase, or any vendor, bidder, contractor, and/or party to a purchase contract. As used in this section, “bribe, gratuity, favor, or anything of monetary value” does not include gifts that are *de minimis*, not substantial in nature, or are unsolicited items of nominal value.
- (d) In addition to any penalties required or provided by law, any City official, officer, Council member, employee, or agent of the City who violates a provision of this section shall be subject to disciplinary action up to and including termination from employment.

(8) Contracts Receiving Federal Funding. All City contracts receiving funding from the United States Government shall include the following terms:

- (a) Contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms and provide for such remedial actions as may be appropriate.
- (b) Suitable provisions for termination by the City and/or the contractor, including the manner by which termination shall be affected and the basis for settlement.
- (c) Bonding. In connection with contracts for construction or for public improvements, bonds and/or bid guarantees shall meet the following requirements:

A certified check or proposal bond in the amount of 10% of the total bid amount with the proposal.

A performance bond on the part of the contractor for one hundred percent (100%) of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.

All work shall be guaranteed for a period of one (1) year from the date set forth in the final estimate against defects resulting from use of inferior materials, equipment or workmanship. A final retainer of two percent (2%) of the final project price shall be retained for the one (1) year guarantee period.

- (d) As applicable, all contracts awarded by the City and its contractors shall contain the procurement provisions of Appendix A of 2 C.F.R. Part 215, which may be expressly stated or incorporated by reference as approved by the City Attorney.

As required and necessary, negotiated procurement contracts may include a provision that the City, the Federal awarding agency, the Comptroller General of the United States, or any other of their duly authorized representatives, shall have access to any books, documents, papers and records of the contract which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.

The City shall, upon request and if applicable, make available for the Federal awarding agency pre-award review and procurement documents, such as the RFB, RFP, or independent cost estimates.

(9) Suspension and Debarment (2 CFR 200.213).

- (a)** The City is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.
- (b)** Suspension is an action taken by the City that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)
- (c)** Debarment is an action taken by the City to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)
- (d)** The City shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For all Federally funded projects, the City shall confirm that the vendor is not debarred or suspended by either checking the Federal Government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

PURCHASE CONTRACT ATTACHMENT

DEPARTMENT: _____

DATE: _____

CONTRACTOR: _____

CONTRACT DESCRIPTION: _____

CONTRACTS GREATER THAN \$10,000 REQUIRE SEARCH TO BE COMPLETED ON THE AOS WEBSITE, ATTACH COPY AND INCLUDE IN PROJECT FILE: _____
<https://ohioauditor.gov/findings.html>

ALL FORMS ARE IN PUBLIC FILE – PURCHASE CONTRACT REQUIREMENTS FOLDER.

FORM - AUTHORIZATION FOR TAX ACCOUNT REVIEW AND RELEASE OF GOOD STANDING CERTIFICATE – REQUIRED FOR ALL CONTRACTS _____

COPY OF BIRTH CERTIFICATE OR DRIVERS LICENSE REQUIRED FOR PROOF OF AGE IF INDEPENDENT CONTRACTOR IS UNDER AGE 18 _____

QUESTION FOR INDIVIDUALS ONLY: OPERS RETIREE (PLEASE CIRCLE) YES NO N/A

FORM - NEW HIRE – FOR INDIVIDUALS ONLY: _____

FORM - OPERS INDEPENDENT CONTRACTOR/WORKER ACKNOWLEDGMENT: _____

FORM - VENDOR W9 (REQUIRED FOR NEW VENDORS): _____

FORM – COMBINED CITY ATTORNEY REVIEW WITH CERTIFICATE OF FINANCE DIRECTOR: YES _____ INCLUDED ON CONTRACT _____

CONTRACT: NEW _____ RENEWAL _____

IF NEW, EXPLAIN NEED FOR CONTRACT: _____

IF RENEWAL, INCREASE/DECREASE OF CONTRACT AMOUNT: _____

LENGTH OF CONTRACT OBLIGATION: _____

BUDGETED:

YES _____ BUDGET AMOUNT: _____ NO _____

COMPETITIVE PRICING:

YES _____ ATTACH QUOTES

NO _____ EXPLAIN: _____

PURCHASE REQUISITION SUBMITTED FOR APPROVAL _____ OR

PREVIOUSLY ISSUED - PO # _____ OR

TO BE ISSUED IN CONTRACT YEAR _____

STEP #1 – CITY ATTORNEY _____ STEP #2 – FINANCE DIRECTOR _____

STEP #3 – CITY MANAGER _____ STEP #4 – ACCOUNTS PAYABLE _____

STEP #5 – DEPARTMENT OF ORIGIN _____

**AUTHORIZATION FOR TAX ACCOUNT REVIEW
AND RELEASE OF GOOD STANDING CERTIFICATE ***

NAME: _____
(Please Print)

BUSINESS/ORGANIZATION NAME:
(including DBA's if applicable)

(Please Print)

ADDRESS:
Street (PO Box not accepted) _____
City _____
Zip Code _____

SOCIAL SECURITY NUMBER _____ - _____ - _____

and/or

FEDERAL IDENTIFICATION NUMBER _____ - _____

TELEPHONE NUMBER () _____

I certify that the above information is correct and hereby authorize the City of Oakwood Income Tax Department to review any and all related tax accounts and release the Certificate of Good Standing * or the denial thereof to the City of Oakwood Finance Department.

Authorized Signature

Date

* The Certificate of Good Standing does not disclose income or other tax specific items and only serves to verify that tax accounts are in compliance with the Oakwood Municipal Income Tax Ordinance.

* * * * *

For Department Purposes Only:

Ind a/c _____ Rec Date _____

Bus a/c _____ Init _____

W/h a/c _____ I or D _____

Ohio Department of Job and Family Services

OHIO NEW HIRE REPORTING

Ohio Revised Code section 3121.89 to 3121.8910 requires all Ohio employers, both public and private, to report all contractors and newly hired employees to the state of Ohio within 20 days of the contract or hire date. Information about new hire reporting and online reporting is available on our website: www.oh-newhire.com

Send completed forms to:
 Ohio New Hire Reporting Center
 PO Box 15309
 Columbus, OH 43215-0309
 Fax: (614) 221-7088 or toll-free fax (888) 872-1611

To ensure the highest level of accuracy, please print neatly in capital letters and avoid contact with the edges of the boxes. The following will serve as an example:

A B C 1 2 3

EMPLOYER INFORMATION

Federal Employer ID Number (FEIN) (Please use the same FEIN as the listed employee's quarterly wages will be reported under):

3 1 6 0 0 0 1 3 7

Employer Name:

C I T Y O F O A K W O O D

Employer Address (Please indicate the address where the Income Withholding Orders should be sent).

3 0 P A R K A V E

Employer City: Employer State: Zip Code (5 digit):

O A K W O O D O H 4 5 4 1 9

Employer Phone (optional): Extension: Employer Fax (optional):

9 3 7 2 9 8 0 4 0 2

Email:

EMPLOYEE OR CONTRACTOR INFORMATION

Social Security Number (SSN) (Check here if using FEIN for the Contractor)

State of Hire: O H

First Name: Middle Initial:

Last Name:

Address:

City: State: Zip Code (5 digit):

Date of Hire: Date of Birth: Is this a Contractor?

Yes No

Date payments will begin for Contractor: Length of time the Contractor will be performing services:

months

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING



INDEPENDENT CONTRACTOR/WORKER ACKNOWLEDGMENT

Ohio Public Employees Retirement System
277 East Town Street, Columbus, Ohio 43216-4642

Employer Services: 1-888-400-0965
www.opers.org

This form is to be completed if you are an individual who begins providing personal services to a public employer on or after Jan. 7, 2013 but are not considered by the public employer to be a public employee (e.g., you are an independent contractor) and will not have contributions made to OPERS. This form must be completed not later than 30 days after you begin providing personal services to the public employer.

STEP 1: Personal Information

Social Security Number

--	--	--

Date of Birth

Month Day Year

--	--	--

First Name

MI

Last Name

--	--	--

Name of Current Employer

SELF EMPLOYED

I am an OPERS or other retirement system benefit recipient; that is, I am an OPERS or other system retiree.

STEP 2: Public Employer Information

Name of Public Employer for Which You Are Providing Personal Services

CITY OF OAKWOOD

Employer Contact

First Name

MI

Last Name

CINDY	M	STAFFORD
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Employer Code

3251-00

Employer Contact Phone Number

937	-	298	-	0402
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Service Provided to Public Employer

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Start Date of Service

Month Day Year

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End Date of Service

Month Day Year

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STEP 3: Acknowledgment

The public employer identified in Step 2 has identified you as an independent contractor or another classification other than a public employee. Ohio law requires that you acknowledge in writing that you have been informed that the public employer identified in Step 2 has classified you as an independent contractor or another classification other than a public employee for the services described in Step 2 and that you have been advised that contributions to OPERS will not be made on your behalf for these services.

In accordance with Ohio Administrative Code section 145-1-42(A)(2), an independent contractor means an individual who:

- Is a party to a bilateral agreement which may be a written document, ordinance or resolution that defines the compensation, rights, obligations, benefits and responsibilities of both parties;
- Is paid a fee, retainer or other payment by contractual arrangement for particular services;
- Is not eligible for workers' compensation or unemployment compensation;
- May not be eligible for employee fringe benefits such as vacation or sick leave;
- Does not appear on a public employer's payroll;
- Is required to provide his own supplies and equipment, and provide and pay his assistants or replacements if necessary;
- Is not controlled or supervised by personnel of the public employer as to the manner of work; and
- Should receive an Internal Revenue Service form 1099 for income tax reporting purposes.

An independent contractor is not a public employee and shall not become a contributor to the retirement system. If you disagree with the public employer's classification, you may contact OPERS to request a determination as to whether you are a public employee eligible for OPERS contributions for these services. Ohio law provides that a request for a determination must be made within five years after you begin providing personal services to the public employer, unless you are able to demonstrate through medical records to the Board's satisfaction that at the time the five-year period ended, you were physically or mentally incapacitated and unable to request a determination. Under the OPERS Health Reimbursement Arrangement (HRA) and the OPERS Retiree Medical Account (RMA), re-employed retirees who are not independent contractors are not eligible for a monthly allowance or reimbursement of any medical expenses incurred during the re-employment period. If you are not an independent contractor and receive an allowance or reimbursements, you may be liable to OPERS and/or the applicable plan.

By signing this form, you are acknowledging that the public employer for whom you are providing personal services has informed you that you have been classified as an independent contractor or another classification other than a public employee and that no contributions will be remitted to OPERS for the personal services you provide to the public employer. If you entered into a contract to provide services as an independent contractor, you are acknowledging that you meet the requirements of an "independent contractor" as that term is defined in Ohio Administrative Code section 145-1-42(A)(2). If you begin to provide services as an independent contractor to the same employer from which you retired, or to any employer if less than two months after the retirement allowance commences, you are acknowledging the pension portion of your benefit will be forfeited during the period of the contract. You are acknowledging that the annuity portion of your benefit will be suspended and will be paid in a lump sum upon termination of the contract, and you may be liable to the retirement system for any amounts incorrectly paid from the plan(s). You are also acknowledging that you are not eligible for a monthly allowance or reimbursement of medical expenses incurred during the period you are providing services under the OPERS HRA or the OPERS RMA, and you may be liable to OPERS and/or the applicable plan for any allowance or reimbursements received. This acknowledgment will remain valid as long as you continue to provide the same services to the same employer with no break in service regardless of whether the initial contract period is extended by any additional agreement of the parties. You also acknowledge that you understand you have the right to request a determination of your eligibility for OPERS membership if you disagree with the public employer's classification. This form must be retained by the public employer and a copy sent to OPERS. The public employer's failure to retain this acknowledgment may extend your right to request a determination beyond the five years referenced above.

Signature _____

Do not print or type name

Today's Date ____/____/____

PURCHASE CONTRACT ATTACHMENT

CONTRACTOR: _____

CERTIFICATE OF DIRECTOR OF FINANCE:

I hereby certify that the above stated net contract price, required to meet the obligations for the year in which the contract is made of the City by this Contract, has been lawfully appropriated, or authorized, for such purpose, and is in the City Treasury, or in the process of collection, to the credit of the following fund, free from any outstanding certificate.

FUND _____

SIGNED _____



DATE _____

CITY ATTORNEY REVIEW:

Approved as to form and legal sufficiency:

BY _____

DATE _____

CITY OF OAKWOOD	
RECEIVED OF PETTY CASH	
# 1113	DATE 8-23-13
Description of Items/Services Purchased:	Amount
DAMA meeting- N. Klopsch	15.00
Charge to Account: 101 103.52410	Total: 15.00
 Received by	 Approved by



STEC-B
Rev. 3/15/04

Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

(vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

POLITICAL SUBDIVISION OF THE STATE OF OHIO ORC 5739.02 (B) (1)

Purchaser must state a valid reason for claiming exception or exemption.

CITY OF OAKWOOD

Purchaser's name

30 PARK AVENUE

Street address

OAKWOOD, OH 45419

City, state, ZIP code

Signature

Title

12/08/2022

Date signed

31-6000137

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.