

PURCHASING

PURCHASING DEPARTMENT

**Management
Services**

**Purchasing
1912**

DEPARTMENT SUMMARY

DEPARTMENT

PURCHASING

MISSION

To ensure the public and municipal agencies that fair, economically feasible and timely purchasing policies and procedures are followed for the procurement of property, materials, supplies, services, construction services, and equipment, and for the disposal of property, materials, supplies and equipment.

MAJOR PROGRAMMING HIGHLIGHTS

- Provide a centralized purchasing function for the Municipality.
- Provide a centralized property disposal program for the Municipality.
- Continuation of the freight consolidation program.
- Consolidation of municipal supplies and services for greater savings.

RESOURCES

	1988	1989
Direct Costs	\$ 887,210	\$ 801,040
Program Revenues	\$ 117,000	\$ 128,530
Personnel	14FT	14FT

1989 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1988 REVISED	1989 BUDGET	1988 REVISED				1989 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
PURCHASING SERVICES	887,210	801,040	14			14	14			14
OPERATING COST	887,210	801,040	14			14	14			14
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	887,210	801,040								
ADD INTRAGOVERNMENTAL CHARGES CHARGES FROM OTHERS	383,600	277,940								
TOTAL DEPARTMENT COST	1,270,810	1,078,980								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,157,180	949,560								
FUNCTION COST	113,630	129,420								
LESS PROGRAM REVENUES	117,000	128,530								
NET PROGRAM COST	3,370-	890								

1989 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	660,340	17,100	138,350		815,790
DEPT. TOTAL WITHOUT DEBT SERVICE	660,340	17,100	138,350		815,790
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	645,590	17,100	138,350		801,040

RECONCILIATION FROM 1988 REVISED TO 1989 BUDGET

DEPARTMENT: PURCHASING

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1988 REVISED BUDGET:	\$ 887,210	14FT		
Amount Required to Continue Existing Programs in 1989:	(55,840)			
REDUCTIONS TO EXISTING PROGRAMS:				
- Principal Administrative Officer	(70,760)	(1FT)		
EXPANSIONS IN EXISTING PROGRAMS:				
- Buyer	40,430	1FT		
NEW PROGRAMS:				
None				
MISCELLANEOUS INCREASES (DECREASES):				
None				
	_____	_____		
1989 BUDGET	\$ 801,040	14FT		

