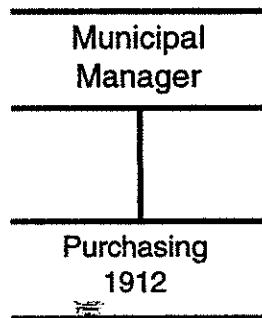


**PURCHASING**

# PURCHASING



**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 utilization or disposal of excess/surplus property and materials.

**Major Program Highlights**

- Provide a centralized purchasing function for the Municipality.
- Provide a centralized property disposal program for the Municipality.
- Consolidation of municipal supplies and services for greater savings.
- Enhance automation capabilities within the department for greater efficiency.

**RESOURCES**

	<b>1996</b>	<b>1997</b>
Direct Costs	\$ 879,620	\$ 897,500
Program Revenues	\$ 74,000	\$ 72,000
Personnel	13FT	13FT

1997 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1996 REVISED	1997 BUDGET	1996 REVISED		1997 BUDGET	
			FT	PT	T	TOTAL
PURCHASING SERVICES	879,620	897,500	13			13
OPERATING COST	879,620	897,500	13			13
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	879,620	897,500				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	221,830	229,960				
TOTAL DEPARTMENT COST	1,101,450	1,127,460				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,027,080	1,055,460				
FUNCTION COST	74,370	72,000				
LESS PROGRAM REVENUES	74,000	72,000				
NET PROGRAM COST	370	0				

1997 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	804,670	12,000	85,060	10,520	912,250
DEPT. TOTAL WITHOUT DEBT SERVICE	804,670	12,000	85,060	10,520	912,250
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	789,920	12,000	85,060	10,520	897,500

**RECONCILIATION FROM 1996 REVISED BUDGET TO 1997 BUDGET**

**DEPARTMENT: PURCHASING**

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
<b>1996 REVISED BUDGET:</b>	\$ 879,620	13	0	0
<b>1996 ONE-TIME REQUIREMENTS:</b>				
- None				
<b>AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1997:</b>				
- Salaries and Benefits Adjustment	14,620			
- Non-Personal Services Inflation Adjustment	3,260			
<b>1996 CONTINUATION LEVEL:</b>	<u>\$ 897,500</u>	<u>13</u>	<u>0</u>	<u>0</u>
<b>FUNDED NEW/EXPANDED SERVICE LEVELS:</b>				
- None				
<b>UNFUNDED CURRENT SERVICE LEVELS:</b>				
- None				
<b>MISCELLANEOUS INCREASES (DECREASES)</b>				
- None				
<b>1997 BUDGET:</b>	<u>\$ 897,500</u>	<u>13 FT</u>	<u>0 PT</u>	<u>0 T</u>

