



City of Pittsburgh

510 City-County Building
414 Grant Street
Pittsburgh, PA 15219

Text File

Introduced: 7/1/2016

Bill No: 2016-0592, **Version:** 1

Committee: Committee on Finance and Law

Status: Passed Finally

Ordinance amending and supplementing the City of Pittsburgh Code, Title One: Administrative, Article VII: Procedures, Chapter 161: Contracts, by amending Chapter 161 to allow for the use of purchasing cards and setting policies and procedures for the use of purchasing cards.

Whereas; a consultant reviewed the City of Pittsburgh's procurement processes and advised the implementation of purchasing cards (P-Cards), and

Whereas; the processing of a single invoice can cost as much as \$70.00 in staff person hours, and

Whereas; it is the desire of the Office of Management and Budget and the administration to implement P-Cards for small dollar purchases in the near future, and it is the Will of City Council to increase the transparency and functionality of our financial systems, to streamline the procurement process to achieve efficiencies and save taxpayer dollars, and to retain City Council's oversight powers in order to protect against potential fraud and abuse.

The Council of the City of Pittsburgh hereby enacts as follows:

Section 1. The City of Pittsburgh Code is hereby amended and supplemented at Title One: Administrative, Article VII: Procedures, Chapter 161: Contracts, so as to add a new section as follows:

§161.14 PURCHASING CARDS

Departments are authorized to use purchasing cards (P-Cards) for the purchase of goods and services, provided that:

- (a) The Office of Management and Budget shall create a policy for the use of P-Cards and file said policy or any changes to the policy with the City Clerk
- (b) Monthly statements and departmental P-Card usage shall by reviewed and authorized by City Council in a manner similar to the invoice explanatory approval process as set forth in the Rules of Council.