

**City of South Bend  
Administration & Finance Policy Manual**



**3.2 Vendor Policy**

**Effective: March 1, 2010**

---

**Purpose:** This policy defines the vendor policy for the City of South Bend.

**Scope:** This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

**Responsibility:** This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

**Effective Date:** This policy is effective March 1, 2010.

---

**1.0 Policy Statement**

The City of South Bend is a political subdivision of the State of Indiana and is governed by the State's public purchasing statutes including, but not limited to, the "Public Purchasing Law" found at Indiana Code § 5-22-1-1 *et seq.*, as amended from time-to-time. Except as otherwise noted, the Public Purchasing Law applies to all expenditures of public funds by a governmental body. In addition to the Public Purchasing Law, the City's purchasing activities are further governed by executive orders from the Mayor, local ordinances and resolutions of the Common Council, and resolutions of the Board of Public Works.

The City Controller and the City's Board of Public Works have adopted the following policies and procedures which are applicable to the purchase of goods and services in accordance with Indiana Code § 5-22-1-1 *et seq.* These policies and procedures apply to all City departments and divisions, but do not control those purchases related to a "Public Works" as defined below, which are governed separately by Indiana § 36-1-12-1 *et seq.*

This policy defines the protocol for the approval of vendors to provide goods and services to the City of South Bend.

**2.0 Vendor Application**

Departments may from time to time identify new sources of supply for goods or services. A vendor record must be created within the purchasing system before any requisition, purchase order or payment can be generated for the supplier.

A Vendor Maintenance form must be completed and submitted to the Purchasing Manager for review and approval by the Controller prior to any commitments to a potential supplier.

**City of South Bend**  
**Administration & Finance Policy Manual**

All requests for new vendors are to be submitted to the Purchasing Manager using the Purchasing Vendor Approval Form 1.

This form is not required for simple changes to an existing vendor file (address change, phone number change, contact information etc.). Contact Accounts Payable direct for these changes.

This form is not required for "One Time" vendors. Contact Accounts Payable for process for handling these types of vendors (employee reimbursements, refunds, liability claims or special A/P payments).

**3.0 Vendor Approval**

Complete forms along with a Request for Taxpayer Identification Number and Certification form (W – 9) must be submitted to the Purchasing Manager for review and then routed to the Controller for approval.

After due diligence investigation by the Purchasing Manager and approval by the Controller, the request and completed W-9 are forwarded to the Account Payable Department for vendor number assignment and entry into the purchasing operating system.

**4.0 Vendor Status**

Vendors have a status of "Active" or "Inactive" within the purchasing system. Only those vendors with an active status are available for use. Vendors with no purchasing activity in the most recent two (2) years will be inactivated and unavailable for use.