

# ROUTING OF TOC NO. REQUEST FORM

POLICY No.: **MP-050**

SUPERSEDES No.:

EFFECTIVE DATE: **SEPTEMBER 25, 2007**

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## I. PURPOSE

The purpose of this procedure is to outline specific instructions for departments to follow from the beginning to end of a project that will be funded from an approved Capital Investment Program or 900 account.

## II. SCOPE

The *Professional Service/Construction (TOC) Request Form* is for “professional services” and “construction projects” that cost more than \$5,000. If you are unsure of the definition of a professional service, the Purchasing Division can supply this.

- 1 The Project Coordinator completes the request form and forwards it to the Assistant Town Administrator for review. If complete, the Assistant Town Administrator initials the request form and forwards it to the Town Administrator for final approval.
- 2 Once final approval is granted, the Assistant Town Administrator will then forward the signed form to the Budget Analyst.
- 3 The Budget Analyst will assign an **account number** for projects less than \$10,000 or following Board of Mayor and Alderman approval for projects more than \$10,000.
- 4 Professional Services Contract **more than \$10,000.**
  - 4.1 The Budget Analyst will file the original form.
  - 4.2 The department will forward the proposal Scope of Services to the Purchasing Division for review and contract preparation.
  - 4.3 The department will then seek Board approval through customary procedures.
  - 4.4 After Board approval, the Budget Analyst will assign a TOC **project number**, file the original, and send a copy to the originating department.
  - 4.5 The TOC **project number** will be placed on every pay request when forwarding it to the Budget Officer for processing.
  - 4.6 The Budget Officer will verify the payment amounts and forward to the Assistant Town Administrator for an approval signature.
  - 4.7 The Budget Officer will send the processed payment form to Accounts Payable where it will be processed and paid.
- 5 Construction Contract **more than \$10,000.**
  - 5.1 The Budget Analyst will file the original form.
  - 5.2 The originating department will have prepared customary documents for approval by the Town Assistant Administrator and General Service Manager for 900/CIP review before proceeding to the bid phase.

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- 5.3 The department will then seek Board approval of the construction contract through customary procedures.
  - 5.4 After Board approval, the Budget Analyst will assign a TOC **project number**, file the original, and send a copy to the originating department.
  - 5.5 The TOC **project number** will be placed on every pay request when forwarding it to the Budget Officer for processing.
  - 5.6 The Budget Officer will verify the payment amounts and forward to the Assistant Town Administrator for an approval signature. The Budget Officer will send the processed payment form to Accounts Payable where it will be processed and paid.
- 6 Professional Services and Construction Contracts **between \$5,000 and \$10,000.**
- 6.1 The Budget Analyst will file the original form.
  - 6.2 The department will forward the Scope of Services to the Purchasing Division for review and contract preparation.
  - 6.3 After all parties have signed the contract, the department project coordinator will send a copy of the contract to the Budget Analyst.
  - 6.4 The Budget Analyst will then assign a TOC **project number**, file the original, and send a copy to the originating department.
  - 6.5 The TOC **project number** will be placed on every pay request when forwarding it to the Budget Officer for processing.
  - 6.6 The Budget Officer will verify the payment amounts and forward to the Assistant Town Administrator for an approval signature.
  - 6.7 The Budget Officer will send the processed payment form to Accounts Payable where it will be processed and paid.
- 7 Professional Services and Construction Contracts **less than \$5,000 will not require a TOC project number.**