

7. Should any central warehouse or stockroom be established for the use of the agencies, departments or offices of the town such facility shall be under the control of the Purchasing Agent and he shall be empowered to promulgate rules and regulations for its proper functioning. For the purposes of this section the Board of Education shall be deemed an agency of the town.
8. The Purchasing Agent is hereby empowered to issue rules and regulations to assure the proper and efficient implementation of this ordinance. All such regulations shall be subject to the approval of the Mayor and the Director of Finance.

Documents

There are two basic documents used in the purchasing system, a Request for Direct Payment (referred to as DP) and a Purchase Order (known as a PO). These documents are reproduced on pages 12 and 13 respectively.

All POs and DPs are to be typed whenever possible. Otherwise printed legibly in ink. This also applies to supporting documentation and authorized signatures.

Request for Direct Payment (DP)

The DP is to be used by the requisitioning department in the following instances:

Non-discretionary purchases as detailed below:

- Subscriptions:
 - Magazines
 - Newspapers (etc.)
- Renewals:
 - Magazines
 - Newspapers (etc.)
- Dues
- Advertisements:
 - New Haven Register (etc.)

- Expenses:
 - Meals
 - car allowance
 - Refunds
 - Conventions
 - Travel

Supporting documentation must be attached to DP. Original invoices-no statements. All invoices must be stamped and certified by the Department Head or designee.

- Utilities:
 - Electric Company
 - New Haven Water Company
 - Southern CT Gas Company
 - Southern New England Telephone Co.
 - United Illuminating