


RUSSIAN RIVER CEMETERY DISTRICT

TITLE: Procurement & Purchasing Policy	DATE: 2/18/2025
ADOPTED: Unknown when original was adopted	AMENDED: 10/21/2025
SIGNATURE: 	AMENDMENT No.2

I. Procurement of Services, Goods, and Public Works Projects

It is the policy of the Russian River Cemetery District ("District") that the Grounds Foreman and the Office Manager are allowed to spend up to \$3,000 to procure services, goods, or public works projects without needing to seek approval from the Board of Trustees ("Board"). Any expenditures greater than \$3,000 must be approved by the Board of Trustees at a regular, special, or emergency meeting of the Board.

No bidding procedure will be required for procurement of services, goods, or public works projects up to \$200,000, but the Board and Grounds Foreman shall seek the lowest cost supplies and highest quality services available.

Procurement of services, goods, or public works projects exceeding \$200,000 will be subject to an informal bidding procedure, which requires the Board or Grounds Foreman to solicit informal written proposals from at least two providers, if feasible. An informal written proposal consists of a written proposal that includes the provider's name, address, phone number, professional license number (if applicable), the work to be performed, whether the work quoted is in compliance with public works laws, and the amount of the proposal. A written proposal may be in an electronic format. Although the District shall not be required to award to the lowest proposer, the District shall seek, when possible, to procure services, goods, or public works projects at the lowest cost and in the best interest of the District.

The California Public Contracting Code is not applicable to public cemetery districts organized and existing under California Health and Safety Code section 9000 et seq., which includes the District. Accordingly, the District need not comply with the Public Contracting Code in procuring services, goods, or public works projects.

II. General Provisions

a. When procuring goods and services utilizing state or federal funds (e.g., grant or loan funds), the District shall comply with all state or federal project requirements in securing any goods or services necessary. If there is conflict between the foregoing, the more restrictive requirements shall apply.

b. No District officer or employee shall accept, directly or indirectly, any gift, rebate, money, or anything else of value from any person or entity if such gift, rebate, money, or item of value is intended to reward or be an inducement for conducting business, placing orders

with, or otherwise using the officer's or employee's position to secure a contract with the District.

c. Based on unique facts or circumstances described in writing and retained in the District's records, the Board or Grounds Foreman, after consultation with legal counsel, may waive one or more purchasing procedures in this Policy and/or use sole source procurement if the Board or Grounds Foreman determines that the best interests of the District are served; provided, however, that such method is not in violation of applicable law or policy.

d. The informal bidding procedure shall not be required when the contract, goods, or services will be provided by another governmental agency. Additionally, the District can rely on the competitive procurement process provided by another governmental agency, provided that such agency's procurement is in compliance with California law.

e. In accordance with Health & Safety Code section 9044, the District may request the California Department of General Services to make purchases, equipment, or supplies on the District's behalf, or may request the purchasing agent of Mendocino County to make purchases of materials, equipment, or supplies or contract with persons to provide projects, services, and programs on the District's behalf.

f. In the event of an emergency, the Board or Grounds Foreman may suspend the normal purchasing and procurement requirements for goods and services related to abatement of the impacts or effects of the emergency. Upon exercise of such authority, the Grounds Foreman shall inform the Chairperson of the Board as soon as possible, and inform the Board at the next meeting.

g. Each District contract and subcontract shall contain a nondiscrimination clause that reads substantially as follows:

Contractor shall not discriminate on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors, or suppliers. Contractor shall provide equal opportunity for subcontractors to participate in subcontracting opportunities.

III. Credit Card Use

1. Purpose

The District may issue credit cards (including Cal Cards) to designated employees for the efficient purchase of goods, services, and supplies necessary for District operations. This policy establishes authorization, limits, and accountability for the use of District-issued credit cards.

2. Authorized Cardholders and Limits

The following employees are authorized to use District-issued credit cards, with the

spending limits indicated:

- Office Manager (Kornegay): \$5,000 single-purchase limit, \$10,000 monthly limit.
- Grounds Foreman (Cooper): \$5,000 single-purchase limit, \$10,000 monthly limit.
- Groundskeeper (Sturges): \$1,000 single-purchase limit, \$1,000 monthly limit.
- Groundskeeper (Hernandez): \$1,000 single-purchase limit, \$1,000 monthly limit.

3. Permitted Uses

- Purchases must be for District-related business only.
- All transactions must comply with District procurement rules and this policy.
- Receipts or invoices must be obtained for all purchases and submitted to the Office Manager for reconciliation.

4. Prohibited Uses

- Personal expenses of any kind.
- Cash advances, money orders, or ATM withdrawals.
- Alcohol, tobacco, or entertainment expenses.
- Fuel for personal vehicles (unless pre-approved for District travel).

5. Documentation & Reconciliation

- Receipts must be submitted with a description of the purchase, date, and purpose.
- The Office Manager shall reconcile all card statements monthly and prepare them for Board review.
- Missing receipts must be documented by a signed statement explaining the expense.

6. Oversight & Enforcement

- The Board of Trustees shall review monthly statements for all cardholders.
- Misuse of a District credit card may result in disciplinary action, up to and including termination, and may be subject to reimbursement and/or criminal prosecution.
- Cardholders must sign a Credit Card Acknowledgment Form agreeing to these rules before receiving a card.

IV. Employee Reimbursements

1. Purpose

It is the policy of the District to reimburse employees for actual and necessary expenses incurred in the performance of official District business.

2. General Rules

- a. Employees shall not use personal funds for District-related expenses unless necessary or pre-approved by the Office Manager or Grounds Foreman.
- b. All reimbursement requests must be submitted within 30 days of incurring the expense.
- c. Requests must include appropriate documentation, such as original receipts, invoices, or mileage logs.

3. Mileage

- a. Employees using personal vehicles for District business shall be reimbursed at the IRS standard mileage rate.
- b. Mileage claims must include date, purpose, starting point, destination, and miles driven.

4. Travel, Meals, and Lodging

- a. Travel outside Mendocino County must be pre-approved by the Office Manager or the Board if expenses exceed \$500.
- b. Lodging, meals, parking, and transportation costs directly related to District business are reimbursable.
- c. Meal reimbursement shall not exceed \$75 per day unless otherwise approved by the Board.
- d. Alcoholic beverages are not reimbursable.

5. Training, Conferences, and Meetings

- a. Registration fees, travel, lodging, and meals for approved professional development are reimbursable.
- b. Prior approval by the Office Manager (or Board if over \$500) is required.

6. Office and Work Supplies

- a. Employees who purchase necessary materials, supplies, or equipment with personal funds may be reimbursed with itemized receipts.
- b. Such purchases should only be made when immediate need or unavailability of other purchasing methods makes it necessary.

7. Non-Reimbursable Expenses

- Personal entertainment, alcohol, or tobacco.
- Costs for family members or guests.
- Traffic fines, penalties, or parking tickets.
- Expenses not directly related to District business.

8. Approval and Payment

- a. The Office Manager shall review and approve reimbursement requests. Requests made by the Office Manager shall be approved by the Board Chair.
- b. Approved reimbursements will be processed through the District's accounts payable system.

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credit cards.

2. Authorized Cardholders and Limits

The following employees are authorized to use District-issued credit cards, with the spending limits indicated:

- Office Manager (Kornegay): \$5,000 single-purchase limit, \$10,000 monthly limit.
- Grounds Foreman (Cooper): \$5,000 single-purchase limit, \$10,000 monthly limit.
- Groundskeeper (Sturges): \$1,000 single-purchase limit, \$1,000 monthly limit.
- Groundskeeper (Hernandez): \$1,000 single-purchase limit, \$1,000 monthly limit.

3. Permitted Uses

- Purchases must be for District-related business only.
- All transactions must comply with District procurement rules and this policy.
- Receipts or invoices must be obtained for all purchases and submitted to the Office Manager for reconciliation.

4. Prohibited Uses

- Personal expenses of any kind.
- Cash advances, money orders, or ATM withdrawals.
- Alcohol, tobacco, or entertainment expenses.
- Fuel for personal vehicles (unless pre-approved for District travel).
- Splitting a purchase into multiple transactions to avoid card limits.

5. Documentation & Reconciliation

- Receipts must be submitted with a description of the purchase, date, and purpose.
- The Office Manager shall reconcile all card statements monthly and prepare them for Board review.
- Missing receipts must be documented by a signed statement explaining the expense.

6. Oversight & Enforcement

- The Board of Trustees shall review monthly statements for all cardholders.
- Misuse of a District credit card may result in disciplinary action, up to and including termination, and may be subject to reimbursement and/or criminal prosecution.
- Cardholders must sign a Credit Card Acknowledgment Form agreeing to these rules before receiving a card.