

City of Tampa
Purchasing - Legal Compliance Audit 01-16

RISK ANALYSIS

RISK	CONTROL	CONTROL IN PLACE	ASSESSMENT
Purchases are made from vendors that did not submit a bid (when applicable).	The buyer and department are involved in establishing the purchase order / requisition. Purchasing buyer reviews all purchase orders before mailing.	Yes	Low to medium
Departments do not obtain at least three quotes; one from a WMBE.	Purchasing maintains documentation to support all departmental purchases and monitors compliance. Departments are able to make purchases on their own.	Yes / No	Medium to high
Purchases are made for more than \$100,000 without Council approval.	Bid preparation initiated through Purchasing is tracked. Council approval should be the criterion for issuing the purchase order.	Yes / No	Low to medium
Departments select vendor that did not submit the lowest bid.	No control to prevent, however, Purchasing will document that a discussion was held with the department.	No	Medium
Purchases are made from vendors that have not paid the \$25 fee.	Only active vendors are entered into the system. Departments are able to make purchases independently, however, buyer reviews order before mailing.	Yes / No	Medium to high
All initial bidders do not receive subsequent addendums.	The bid prep staff notifies all vendors that received the initial package as well as those who attend the pre-bid conference (if held).	Yes	Low