

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
MARCH 18, 2025 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AMEND COUNCIL POLICY STATEMENT 138 – CITY FINANCIAL POLICIES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	MEG HARRIS FINANCE DIRECTOR

**SYNOPSIS**

A resolution has been prepared to approve an amendment to Council Policy Statement 138 – City Financial Policies to add a Vendor Setup and Maintenance Policy.

**FISCAL IMPACT**

N/A.

**RECOMMENDATION**

Approval.

**BACKGROUND**

Council Policy Statement 138 – City Financial Policies was approved by the City Council on June 15, 2021, providing a broad directive for budgeting, reserves, reporting, accounting, investment and debt management.

This policy has been created to put guidelines in place when setting up or performing maintenance on vendors for the City of La Vista to ensure that the information is accurate and legitimate. This policy puts into place a verification process recommended by our financial institution that helps to protect the City from fraudulent activity. This policy adds steps to our current undocumented process and gives employees of the City a tool to use when setting up or maintaining a vendor.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA APPROVING AN AMENDMENT TO A COUNCIL POLICY STATEMENT.

WHEREAS, the City Council has determined that it is necessary and desirable to create Council Policy Statements as a means of establishing guidelines and direction to the members of the City Council and to the city administration in regard to various issues which regularly occur; and

WHEREAS, a Council Policy Statement "Vendor Setup and Maintenance Policy" has been established and an amendment is recommended; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve the amendment to Council Policy Statement 138 – City Financial Policies to add the "Vendor Setup and Maintenance Policy" and do further hereby direct the distribution of said Council Policy Statement to the appropriate City Departments.

PASSED AND APPROVED THIS 18TH DAY OF MARCH 2025

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Rachel D. Carl, CMC  
City Clerk

# City of La Vista

## Council Policy Statement

### City Financial Policies

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## Vendor Setup and Maintenance Policy

### New Vendor Setup

#### Request for a New Vendor (Check, ACH, EFT)

1. Employee requesting a new vendor must fill out the New Vendor Request Form sign it and forward to the finance dept. along with the vendors W9.
2. Finance department will verify the information on the form then sign the form.
3. If applicable, finance department will send out Forms for ACH vendors to fill out, verify the information on the form and sign the ACH form.
4. If applicable, finance department will request EFT form from vendor, fill out the form and return to vendor.
5. Once all forms are filled out verified and signed finance will forward all forms along with W9 to the City Clerk.
6. City Clerk or designee will review the documents to verify everything has been checked, sign the form and forward to clerk to be entered into BSA. The Request form along with the W9 will be scanned into BSA.
7. If vendor is being set up for ACH or EFT payments the clerk who entered the vendor in BSA will notify finance that the vendor is set up and finance will add the bank information to the vendor in BSA.
8. Once all set up is complete the originator of the request will be notified that the vendor is set up and ready to use.

#### Request for New Vendor (P-Card)

1. Employee requesting a new vendor must fill out the New Vendor Request Form sign it and forward to the City Clerk office.
2. City Clerk or designee will verify that they have all the information that they need, sign the form and enter into BSA. The request will be scanned into BSA.
3. Clerk will notify originator of the request when the vendor has been set up.

#### Request for New Vendor (Employee)

1. Employee requesting a vendor set up for an employee needs to fill out the request and forward to HR.
2. HR will decide if the Employee needs to be set up as a vendor. If so they will sign the form and forward to the City Clerk.

# City of La Vista

## Council Policy Statement

### *City Financial Policies*

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#### Vendor Setup and Maintenance Policy (Cont.)

3. City Clerk or designee will verify that they have all the information that they need sign the form and forward to clerk for input into BSA.
4. The clerk will notify HR when the vendor has been set up.

Note: All Vendors will be deactivated after two years of no activity. If for any reason a deactivated vendor needs to be reactivated, you will need to follow the steps for Request for a new vendor. All information needs to be updated and indicate on the form that they have done business with the City in the past.

#### Vendor Maintenance

##### Request for a Change of Payment Address

1. If a request for change of payment address comes through email the employee receiving the request will fill out the Vendor Maintenance form. The employee will sign the form and forward with attached email to the finance department.
2. If request for change is made via phone call or US Mail, the employee receiving the request will fill out the Vendor Maintenance form. The employee will sign the form and forward to the finance department along with any documents they received with the request.
3. The finance department will call the vendor contact in BSA and verify all the information on the form, sign it and forward to the City Clerk or designee for final approval.
4. City Clerk or designee will approve the form, sign it and forward to vendor set up clerk for entry into BSA. The maintenance form along with all documentation will be uploaded into BSA.

##### Request for Change from Paper Check to ACH/EFT

1. If a request for change of payment type comes through email the employee receiving the request will fill out the Vendor Maintenance form. The employee will sign the form and forward with attached email to the finance department.
2. If request for change of payment type is made via phone call or US Mail, the employee receiving the request will fill out the Vendor Maintenance

# City of La Vista

## Council Policy Statement

### ***City Financial Policies***

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form. The employee will sign the form and forward to the finance department along with any documents they received with the request.

#### **Vendor Setup and Maintenance Policy (Cont.)**

3. The finance department will contact the vendor contact in BSA to verify the information, then email the form to the vendor to fill out with banking information.
4. When the form is received back from the vendor finance will verify that all the information is correct and matches with what is in BSA. Finance will sign the form and forward to the City Clerk or designee for final approval.
5. City Clerk or designee will approve the form sign it and forward back to finance to update the bank information in BSA. The maintenance form along with all documentation will be uploaded into BSA.

#### **Request for Change of ACH Account Number**

1. If a request for change of payment account number comes through email the employee receiving the request will fill out the Vendor Maintenance form. The employee will sign the form and forward with attached email to the finance department.
2. If request for change of payment account number is made via phone call or US Mail, the employee receiving the request will fill out the Vendor Maintenance form. The employee will sign the form and forward to the finance department along with any documents they received with the request.
3. The finance department will contact the vendor contact in BSA to verify the information then email the ACH/EFT form to the vendor to fill out with banking information.
4. When the form is received back from the vendor finance will verify that all the information is correct and matches with what is in BSA. Finance will sign the form and forward to the City Clerk or designee for final approval.
6. City Clerk or designee will approve the form sign it and forward back to finance for entry into BSA. The maintenance form along with all documentation will be uploaded into BSA.