



# City of Lompoc

## *PURCHASING POLICY INSURANCE FOR ON-SITE SERVICES*

Insurance is required of vendors when services are furnished on City of Lompoc property, including buildings, offices, and parks. That insurance requirement is somewhat detailed and has a purpose to limit the risk to the City.

Small jobs do not mean small liabilities or risk. Do not use a City credit card or a QPO for on-site services.

If a vendors insurance is not current and you make a verbal authorization, use a quick purchase order, or a credit card for such work, you have exceeded your authority and the City may not pay.

In order for the Purchasing Dept. to monitor the vendor's insurance coverage and certificates, a standard purchase order or a contract must be issued for these services and the insurance verified before any notice to proceed.

***Note from City Clerk: Service providers please contact the City Clerk's office at 805-875-8242 to obtain a Business Tax Receipt.***