Business and Operations

EXPENDITURES SP 3300.00

The County Superintendent directs that all expenditures for the County Office be coordinated through Business Services. The County Superintendent assigns responsibility to the Assistant Superintendent of Business Services for the development and implementation of expenditure procedures which shall include, but not be limited to:

- processing and monitoring payrolls;
- processing and issuing purchase orders;
- assisting internal and external clients with purchasing needs upon request;
- developing and implementing bid specifications; and
- overseeing contractual agreements.

The County Superintendent assigns responsibility for expenditures to department directors and requires that department managers approve expenditures in accordance with established procedures. Department managers are expected to make sound purchasing decisions based upon the proper evaluation of options available to obtain goods and/or services. All applicable laws, regulations and procedures shall be followed when obtaining goods and/or services and accepted purchasing practices shall be maintained. Every effort should be made to secure the lowest possible price by utilizing group bids, quantity discounts, prompt payment discounts and other available pricing incentives. It should be noted that federal and state funded programs may be subject to special purchasing requirements by their funding source.

The County Superintendent assigns responsibility of obtaining authorization for expenditures to individual employees. Expenditures made without prior authorization may become the responsibility of the employee.

The County Office shall purchase recycled products, whenever possible, except when high costs, lack of availability and/or problems with the fitness and quality of the products indicating that such purchases would not be in the County Offices best interests.

Legal References:

Education Code, 1602, 1604

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003
Date Revised: