

## **Business and Operations**

### **PURCHASING GOODS AND/OR SERVICES**

**SR 3301.01**

**Purpose:**To validate and authorize program expenditures.

**Timeline:**Prior to ordering goods and/or services

All purchases require prior authorization through the use of a purchase order requisition. Purchases made in advance of a purchase order being issued may become the financial responsibility of the employee who made the purchase. It is important that all pricing information, including shipping and handling charges, be obtained prior to requisitioning a purchase order.

Items over \$100 are required to be on a purchase order. This office is not responsible for payment of a purchase over \$100 without a purchase order. A Warrant Request can be used for purchases under \$100.

Any capital outlay item involving an expenditure of more than \$2,500 must go to informal bid for three (3) estimates.

Major purchases over \$5,000 must be approved by the Associate Superintendent of Business Services before committing to any vendor.

If total office purchase exceeds \$15,000 it is likely that the item may need to go to formal bid (see Bidding Requirements).

Note 1: No check will be issued with a purchase order unless the check will be hand delivered and merchandise will be picked up.

Note 2: Purchase of all office supplies must be verified by the Administrative Receptionist who maintains a current price list of all basic supplies.

Note 3: Purchase of all technology equipment and software must be verified by the Technology department to ensure consistency and quality of goods and/or services purchased. All technology-related requisitions require Technology department signature.

Note 4: The County Office does not purchase used equipment without a warranty.

Note 5: The County Office, as a general rule, does not purchase supplies or equipment from its employees or private parties.

### **PROCEDURE:**

1. Employee obtains necessary pricing information, including any shipping or handling charges that might affect the total price. (See Notes above) Employee completes the Request for Requisition form and gives to Department Designee.
2. Department designee enters purchase order requisition into financial system.

Special instructions, such as "return original to department," may be incorporated into the description.

3. If the vendor file doesn't exist in the requisition system, designee contacts Business Services who will provide a vendor number.
4. Requisition prelist is printed by the designee. Designee obtains approval signatures from the following:
  - a. Only the department administrative secretary for requisitions under \$500,
  - b. Only the department director for requisitions under \$1,000,
  - c. Department Director and Associate Superintendent for requisitions over \$1,000.
5. Designee forwards purchase order requisition to Business Services.
6. Budget transfers are made by Department Administrative Secretary for accounts that do not have enough budget. Budget transfers are given to designated staff for budget approval.
7. Budget transfers are forwarded to Business Services to be entered into the system.
8. All purchase orders over \$1000 are forwarded to the Associate Superintendent of Business Services or designee for final approval.
9. Business Services verifies authorized signatures and fund balances before encumbering funds and issuing purchase order number to vendor. The purchase order will be returned to the requesting department when a budget revision or a coding change is necessary. Minor changes in coding or spelling are made by Business Services, it will be initialed by the person making the change.
10. Purchase orders are printed and disbursed by Business Services as follows:
  - a. original to Vendor;
  - b. copy to Receiving Department;
  - c. copy to originating Department;
  - d. copy for Business Services.
11. All materials, goods, or supplies, shipped by whatever means, are to be received by the Receiving Department. Other arrangements may be made in coordination with the receiving Department.

Designee may, in emergency situations only, hand-carry the purchase order requisition to Business Services and personally obtain a printed copy and purchase order number from appropriate staff.

No purchase orders will be processed AFTER the merchandise is purchased. However, if an emergency purchase is necessary prior approval must be obtained from the department director. Once approval is given and the purchase is made, the reason for emergency purchasing must be noted on the receipt.

**Date Adopted:** 03/01/2003  
**Date Revised:** 03/15/2007