

WEAKLEY COUNTY PURCHASING POLICIES

The Weakley County Board of County Commissioners voted April 18, 1983 to implement the County Financial Management System of 1981. This law provides for a purchasing system to be implemented and to use good purchasing techniques in utilizing tax dollars. To implement this law, the county will establish purchasing procedures for those departments which expend funds from the County's General Fund, Highway Fund, School Funds, Federal Funds, and Food Service. Suggestions and ideas from officials, employees, and vendors are welcomed; and with cooperation of all, tremendous savings should be achieved. These policies are organized by section numbers to establish procedures for implementing the law, and references are made to Tennessee Code Annotated (TCA) where applicable.

1.0 LEGAL REFERENCES

1.1 County Financial Management Committee and Responsibilities

Reference: TCA 5-21-104

The committee shall consist of the County Mayor, Supervisor of Highways, Director of Schools, and four (4) members elected by the county legislative body.

The Director of Finance shall be the ex officio secretary of such committee. The financial management committee shall establish and approve policies, procedures, and regulations in addition to the specific provisions of the funds of the county. Such system shall include budgeting, accounting, purchasing, payroll, cash management, and such other financial matters necessary to an efficient system. (Acts 1981, ch. 325, 4.)

1.2 Director of Finance

Reference: TCA 5-21-106

The Director of Finance referred to in these policies is appointed by the financial management committee, and may be dismissed according to statute. The director shall for all purposes be an employee of the county.

1.3 Duties and Responsibilities of Director of Finance

Reference: TCA 5-21-107

The Director of Finance is responsible for the following:

1.31 Oversee the operation of the department in the functions established by law and shall be responsible for the implementation of the policies of the committee or such special committees established by the county legislative body.

1.32 Install and maintain a purchasing, payroll, budgeting, accounting, and cash financial management system for the county.

1.33 Assist other county officials and employees in achieving an efficient financial management system for the county.

1.34 Have the authority to hire personnel for the finance department provided the positions are funded in the annual budget and the personnel so hired meet the written job requirements as recommended by the director and approved by the committee.

(Acts 1981, ch. 325, 7.)

1.35 Director of Finance also has authority to dismiss any employee with the understanding that the employee has ten (10) days to appeal.

2.0 GENERAL PURCHASING POLICY

2.1 Legal References:

References: TCA 5-21-118, TCA 5-21-119

Contracts, purchases, and obligations of county - Optional purchasing department.

- (a) The director or a deputy appointed by him shall serve as the county purchasing agent and shall assist the committee in developing policies and procedures for implementing an economical and efficient purchasing system. The contract, purchase, or any obligation of the county for supplies, material, equipment, contractual services, rental of machinery, buildings, or equipment, transfer of materials, supplies, and equipment between county offices or agencies, supervision of storeroom or warehouse; contracts for building construction and the purchase of land; public sale of all surplus materials, equipment, buildings and land; and any other created obligation of the county shall be the responsibility of the director.
- (b) Upon the recommendation of the committee and approval of the county legislative body or as authorized by the county legislative body, a separate purchasing department may be established with a person hired as purchasing agent for the county. In the event a separate purchasing department is established and a purchasing agent is hired, all duties and responsibilities relative to purchasing shall be removed from the director.

(Acts 1981, ch. 325, 18.)

Purchasing System

- (a) The committee, with the assistance of the purchasing agent, shall establish a

purchasing system for the county.

(b) Such system shall provide among other procedures the following:

(1) Review of all contracts or purchases for biddable supplies, materials, equipment, and other needs of the county shall be made by the purchasing agent;

(2) No purchase or contract shall be made when the bid prices exceed the current market price for the same merchandise or service;

(3) Purchases and contracts shall be awarded based on the lowest and best bid;

(4) Specifications development shall be made by the department, agency or official to receive the merchandise, construction or service;

(5) The purchasing agency shall:

(a) Review specifications and changes to allow for maximum competition of prospective bidders.

(b) Prepare formal and informal bids;

(c) Collect sealed bids;

(d) Open bids through a procedure open to the public;

(e) Evaluate, compare, and submit bids for approval by the committee, if so deemed by the committee;

(f) Issue purchase orders and contracts;

(g) Verify receiving the merchandise or service;

(6) The director shall:

(a.) Accept requisitions by the department, agency or official,

and if such supplies are not currently on hand transmit such requisition to the purchasing agent;

(b.) Verify budget appropriations before authorizing a purchase;

(c.) Approve invoices for payment;

(d.) Pay invoices and obligations of the county as provided herein;

(7) Emergency purchases, total cost bidding, blanket purchases for small orders, grouping of purchases of the various departments, and other methods for receiving the most competitive price and best bid. Emergency purchases shall be limited to needs arising which are not normally foreseeable. Emergency purchases shall not be permissible if a department of agency fails to properly plan for the need, proper purchasing procedures, and delivery time. (Acts 1981, ch. 325, 19).

2.2 Scope

This policy is to apply to General, Highway, and School Funds and to all who participate in actions and decisions relating to procurement.

2.3 Supplier Relations

Relations with suppliers will be conducted in a fair and equitable manner.

2.4 Opportunity to Bid

Reference: TCA 5-21-120

5-21-120: Bids, Dollar limitations, Liability of county.

- (a) The committee shall authorize the dollar limitation when formal competitive bids are required but not to exceed the amount as authorized by state law for the highway and education departments or other such amounts as established by law.

- (b) Subject to the policies and regulations of the committee, biddable items shall mean any need of the county where more than one bidder or contractor in the country's trade area can provide the material or service. Specifications shall not be written to exclude vendors and contractors or limit the bidding to a specific vendor or contractor.

- (c) The county shall be liable for the payment of all purchases of supplies, materials, equipment and contractual service made in accordance with the provisions of this chapter but shall not be liable for the payment of such purchases made contrary to its provisions unless such item is specifically approved by the committee. (Acts 1981, ch.325, 20.)

All business concerns, large or small, will be given an opportunity to compete for purchase goods and services that are within their capability to supply.

2.5 Sole Sources

Sole sources of supply are to be used only when consideration of all pertinent factors (documented in writing) shows sole source selection to be necessary and

established that alternate sources are not practicable.

2.6 Responsibility to Funds

All requisitions shall be verified for budget appropriations before authorizing a purchase.

2.7 Commitment Instruments

All purchase commitments are to be made in writing by requisition and purchase order or other appropriate document.

2.8 Employee Interest in Suppliers

No employee who participates in the selection or approval of products or sources of supply, or who has a supervisory responsibility for such employees, shall have a financial interest in a company which furnishes supplies or services being purchased. This policy does not preclude ownership of stock in publicly owned companies whose stock is listed and sold on a recognized stock exchange.

3.0 PURCHASING PROCEDURES OVERVIEW

This is a brief overview of the general procedures in making a purchase.

3.1 What Shall Be Bid?

Any item or combination of items from a source costing more than for the General and School Funds and more than \$10,000, for the Highway Fund shall be bid using a sealed bid unless an emergency exists. See county uniform Highway law which requires that public advertising and sealed bid for purchases over \$10,000 or more.

3.2 Need Evaluation and Basic Specifications

Each department shall determine its needs and submit a requisition with the minimum specifications either on the requisition or attached to it. In submitting a requisition, the

department should consider the amount of the budget balance and refrain from exceeding both the budget and budget balances.

3.3 Purchasing Calendar

In order to receive volume discounts and to minimize delivery problems, the Director of Finance shall review the needs of each department and when the items will be needed. From this information, a purchasing calendar shall be prepared indicating when certain items will be bid and when information will be needed to make such bids. For items not included on the purchasing calendar, department heads should allow two (2) to four (4) weeks for bidding (depending on the items to be purchased) plus estimated delivery time.

3.4 Basic Principle of Purchasing

The basic principle of an organized purchasing system is to plan the county's needs, develop minimum specifications, and receive bids from as many bidders as possible.

4.0 PURCHASING PROCEDURES

After deciding the need for your department and the availability of budgeted funds, a requisition should be issued for an outside purchase.

4.1 Purchase Requisition

Whenever items are to be purchased from vendors, a Purchase Requisition shall be completed as shown on Exhibit B by the originating department complete with description of item, quantity desired, when required, delivery point, line item number, and authorized signature. Requisitions should be issued two (2) to four (4) weeks plus delivery time before the merchandise is needed. This will allow the Director of

Finance sufficient time to secure competitive bids and prices. Sealed bids will be taken on all items or group of items costing more than \$10,000 for General and Highway Funds and \$5,000 for School Fund. When practical, telephone quotations or bids will be taken for items costing less.

4.2 Authorized Persons

Only authorized persons will be permitted to make local purchases.

4.3 Purchase Requisition Distribution

A department shall prepare a Purchase Requisition and distribute as follows:

(See Exhibit B.)

4.31 Original

The signed original will be sent to the Director of Finance for verifying budget balances and developing bid specifications or obtaining telephone quotations. The supervisor of the department preparing the purchase requisition shall retain a copy to be attached to the department supervisor's copy of the Purchase Order when issued and returned to the department.

4.32 First Copy

The supervisor of the department preparing the purchase requisition shall retain the first copy to be attached to the department's supervisor's copy of the Purchase Order when issued and returned to the department.

4.33 Second Copy

Original requisition shall retain copy for his records.

5.0 FORMAL & BIDDING PROCEDURES

Upon receiving a purchase requisition and if the item or group of items cost more than \$10,000 for the General Fund and \$10,000 for the School and Highway Fund, the Director of Finance, using general specifications submitted with the purchase requisition, shall prepare written specifications and receive written sealed bid proposals from vendors. The basic procedures for developing a formal bid are as follows.

5.1 Specifications

Quality is as important as price. Quality buying or value analysis is defined as the purchase of goods, supplies, materials, equipment, or services which fulfill but not exceed the requirements for the intended purpose at the lowest price. Specifications should adequately and clearly define the minimum requirements of the item to be purchased in order to receive the maximum number of bidders. When the Director of Finance has to draw up the specifications, he is to be given not less than five to ten working days.

5.11 Specifications Using Manufacturer's Name, Brand, Catalog or Model Number

Generally, using this type of specifications is adequate. If more than one manufacturer's product meets the specifications, each shall be listed in the specifications. In using this type of specification, the minimum features to be accepted shall be specified and the provision "or equal" or similar qualifying words shall be part of the specifications.

5.12 Detailed Specifications

Detailed specifications will be developed for construction projects, chemical products, or which do not meet uniform standards.

5.2 Bidding

Purchases shall be classified as biddable, non-biddable, and emergency items.

5.21 Biddable Items

Biddable items are those similar or equal items which more than one vendor can furnish. Bids shall be taken on all similar or equal items or groups of items costing more than previously stated amounts for funds. Non-biddable items are those non-equal items which only one vendor can furnish.

5.22 Non-Biddable Items

Non-biddable items are those non-equal items which only one vendor can furnish.

5.23 Emergency Purchases

Reference: TCA § 5-21-119. Purchasing system:

- (a) The committee with the assistance of the purchasing agent shall establish a purchasing system for the county.
- (b) Such system shall provide among other procedures the following:
 - (1) Review of all contracts or purchases for biddable supplies materials, equipment, and other needs of the county, shall be made by the purchasing agent;
 - (2) No purchase or contract shall be made when the bid prices exceed the current market price for the same merchandise or service;
 - (3) Purchases and contracts shall be awarded based on the lowest and best bid;
 - (4) Specifications development shall be made by the department,

agency or official to receive the merchandise construction or service;

- (5) The purchase agency shall;
 - (A) Review specifications and changes to allow for maximum competition of prospective bidders;
 - (B) Prepare formal and informal bids;
 - (C) Collect sealed bids;
 - (D) Open bids through a procedure open to the public;
 - (E) Evaluate, compare, and submit bids for approval by the committee, if so deemed by the committee;
 - (F) Issue purchase orders and contracts;
 - (G) Verify receiving the merchandise or service;
- (6) The director shall;
 - (A) Accept requisitions by the department, agency or official and if such supplies are not currently on hand, transmit such requisition to the Purchasing agent;
 - (B) Verify budget appropriations before authorizing a purchase;
 - (C) Approve invoices for payment;
 - (D) Pay invoices and obligations of the county as provided herein;
- (7) Emergency purchases total cost bidding, blanket purchases for small orders, grouping of purchases of the various departments, and other methods for receiving the most competitive price and best bid. Emergency purchases shall be limited to needs arising

which are not normally foreseeable. Emergency purchases shall not be permissible if a department or agency fails to properly plan for the need, proper purchasing procedures, and delivery time. (Acts 1981 ch. 235, 19.)

Emergency items are those items which affect the health, safety, and continuous operation of the country. Emergencies created through neglect, poor planning, or poor management should be avoided. For emergency purchases, each department will submit a description of how emergencies occur and recommendations as to a procedure to provide for Emergency purchases. The Financial Management Committee will then develop policies for Emergency purchases.

5.3 Vendor Bidders

It is the intention of Weakley County to provide each vendor in the county as well as other competitive and interested vendors an opportunity to bid on all items to be purchased.

5.31 List of Bidders

The Director of Finance shall compile a list of vendors. The list shall be divided according to the type of merchandise each vendor sells. When bids are issued, each vendor shall receive a copy or notification of the bid notice and/or specifications.

5.32 Removal of Bidder From Official Bid List

If a bidder does not perform in accordance with the bid conditions or specifications, or if it is found that the bidder had intentionally violated these policies and regulations and/or if the vendor fails to submit a bid on three successive invitations, the Director of Finance may remove the vendor from the official bid list until the violations are remedied to the satisfaction of the Director. Upon removal from the list, the Financial Management Committee will be notified and given the reason for removal.

5.4 Notice of Bids

A copy of each proposed bid shall be posted on the courthouse board and on the county website, and if the estimated cost exceeds \$10,000 for General, School, or Highway Fund, a notice shall be placed in at least one newspaper for publication at least ten days prior to sealed bid openings.

5.5 Bidding Conditions

5.51 General Provisions

5.511 Withdrawal of Bid

Bidders will not be allowed to withdraw their bid after the specified date and time of opening unless approved by the Financial Management Committee.

5.512 Date and Time of Bid Opening

Each bidder will be requested to submit bid in a sealed envelope marked "Sealed Bid". Write item name and bid time on outside of envelope.

5.513 Telephone ,Oral, or Electronic Bids

No telephone, oral, or electronic bids shall be accepted before or after the bid opening.

5.514 Late Bids

All formal invitations to bid specify a date, hour, and location of the public opening of the bid. Each vendor will be responsible for seeing that his bid arrives on time. Incorrect filing, mailing, or lateness resulting from the United States Post Office will not be an excuse and such bids will not be accepted.

5.515 Mistakes In Bidding

Prior to the opening of any bid, the vendor will be allowed to withdraw his bid for any reason. If a mistake is discovered after the bid opening, only the Director of Finance may allow the vendor to withdraw his entire bid.

Tie Bids

Quality and service being equal, identical bids shall be decided in-favor of the local vendor. If a tie exists between vendors being equal in all respects, the tie will be broken by a telephone call to the submitting bidders advising of the tie, and asking whether they want to resubmit another sealed bid.

5.516 Rejection of Bids

The County reserves the right at any and all times to accept or reject any and/or all bids in whole or in part, and to waive any minor irregularities in any bid.

Reasons for rejection should be noted on bid forms.

5.517 Deposits Of Good Faith (Bid Bond)

In cases of large bids or contracts, the Director of Finance may require a bid bond not to exceed 10% of the total bid. A certified check, cashier's check, or properly executed bond shall accompany the bid proposal. The check shall be made payable to Weakley County. Deposits of the bidders are held until award of the order or contract, and the deposit of the successful bidder is held until helms completed delivery or services and/or, if required, provided a performance bond.

5.518 Performance Bond

The performance bond is used to insure performance of contracts in the time and manner prescribed and to save, indemnify and keep harmless the County against loss. It will be required on any sealed bid item. In cases of large or construction contracts, bid proposals shall require 100% performance bonds.

5.519 Other Documents Submitted With Sealed Bids

Consultants/Firms Certification (See Exhibit C) and Bidder's Affidavit No. 1 (Exhibit D) will be completed and returned with sealed bids. Failure to submit these two forms will negate the sealed bid.

5.520 Vendor's Discounts

Vendor's discounts shall be considered in determining the low bidder.

5.521 Splitting Orders

No employee shall split an order, divide the items to be purchased, or use similar practices to avoid the sealed bidding procedures.

5.522 Grouping Of Requests

All employees shall make every effort to group orders for avoiding repeat orders and to receive the best price. In order to do this; needs shall be anticipated well in advance.

5.523 Tennessee State Contract Prices

All local governmental agencies may purchase according to state prices as established by the Tennessee Department of Standards and Purchases. In mailing bids or issuing 'purchase orders, the Director of Finance shall review the State Contract Price Catalog and consider the price as an official bid.

5.524 Bid Files Open To The Public

Any citizen of Weakley County shall be allowed to see the bid files upon contacting the Director.

5.525 Selection of The Best Bid

The best bid is the lowest and or best bid meeting specification. When the best bid is not the lowest bid received, a memo of Justification shall be written to the Director of Finance by the using department. Each bid shall be carefully evaluated as to quality, price, delivery, and service, and the report shall give complete details on why the low bid should be waived. The final decision for the lowest and best bid rests with the Director of Finance. Copies of rejected bids with reasons shall be filed with other bids.

EXHIBIT C

CONSULTANTS / FIRMS CERTIFICATION

The Director of Finance requests, as a matter of policy, that any consultant or firm receiving a contract or award resulting from this Request for Sealed Bid issued by the County of Weakley, Tennessee, shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to our firm, partnership or corporation that no members of the elected governing body of Weakley County or member of his or her immediate family, including spouse, parents or children or any person representing or purporting to represent any member or members of the elected governing body, has received or has been promised, directly or indirectly any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract under a Request for Proposal.

Handwritten Signature of Authorized Principal(s):

Name: _____

Title: _____

Name of Firm/Partnership/Corporation:

Date: _____

EXHIBIT C

BIDDER'S AFFIDAVIT NO. I

TO: Director of Finance
8319 HWY 22, Suite B
Dresden, TN 38225
Weakley County, Tennessee

Having examined the General Bid requirements and specifications we hereby submit this bid or bids. We further propose that the prices are correct and accurate and will remain in effect for _____ days. If the proposal or bid is accepted, the prices will remain in effect until the merchandise is delivered and installed. In the event that subsequent orders are placed for items included in this bid, the price will remain in effect for _____ days from date of bid opening.

Date: _____

Signed: _____

Company Address: _____

Phone: _____

5.526 Award Of The Bid

Any person awarded the sealed bid will have to execute the affidavit shown in Exhibit E as a condition to the award of the bid. (See Exhibit E.)

5.6 Purchase Orders

The purchase order is the official acceptance of the bid offer which constitutes a contract. At the time the purchase order is mailed, the county enters into a contract with the vendor.

Therefore, it is important that bids be carefully considered and purchase orders properly prepared. After the best bid is determined, the Director of Finance shall prepare the purchase order and route as follows: (See Exhibit F for sample copy.)

Original is issued and/or mailed to the vendor receiving the order. It is retained by Finance Department and placed in an outstanding purchase order file until the merchandise is received and the department receiving the merchandise notifies the Director of Finance of receipt of merchandise.

Pink Copy is used to post to accounting records and filed numerically for future reference.

Canary Copy is filed in Vendor's file.

Green Copy is returned to the department requesting the merchandise and should be retained for future reference.

Blue Copy is the receiving report copy and is sent to the department receiving the merchandise, to be held until the merchandise is received. Upon completion of the order or contract, the blue copy will be signed by the department head and forwarded to the Director of Finance along with any invoice and/or shipping documents. It is very important that this copy be sent to the Director of Finance as soon as merchandise is received in order to make timely vendor payments and take advantage of any early payment discounts.

EXHIBIT E

Bidder's Affidavit No. 2

_____ Hereby certifies that neither it nor it's agent, nor any other party for it, has paid or agreed to pay, directly or indirectly, to any person, firm or corporation any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further agreeing that no such money or reward will be paid hereafter.

We further certify that no Employee of the Employer owns directly or indirectly, any interest in the bidding company or agency of any of its subsidiaries except: (List names and percent of ownership for any exceptions).

Agency: _____

Signed: _____

Date: _____

5.61 Follow-Up and Expediting Orders

The Director of Finance shall be responsible for follow-ups, expediting of orders, and price discrepancies.

5.62 Receipt of Purchased Items

Just as important as establishing the need is the proper receiving of purchased items. Each receiver in checking merchandise shall do the following:

5.631 Check to see whether the shipment has been delivered to the right address and the number of pieces on the freight bill is correct. Any shortage should be noted on the bill.

5.632 Check the carton externally for evidence of damage that might indicate it has been dropped, crushed, etc. If the carton is damaged, it should be brought to the attention of the driver and noted on his delivery receipt "POSSIBLE DAMAGE SUBJECT TO INSPECTION". Should a container be so damaged that it can easily be determined that the contents are not in good condition, the Director of Finance will be notified at once, and the carton and packaging are to be saved until the freight company completes their inspection.

5.633 Check the contents of the carton against the packing list and the receiver's copy of the purchase order. Any item on the packing list that is not in the carton shall be noted on the driver's receipt form in ink.

5.634 Carefully check the quality and quantity of the shipment against the purchase order copy.

5.635 If the items received are in good condition and complete, the receiver's copy of the purchase order shall be marked and signed by receiving person. Each department should designate a receiving person, and he will be responsible for receiving and maintaining outstanding receivers' copies of purchase orders in alphabetical file for quick references.

ACCOUNTS PAYABLE AND ACCOUNTING PROCEDURES

6.1 Outstanding Purchasing Order File

Upon the issuance of a purchase order, the first copy (yellow) of the purchase order shall be maintained alphabetically in an "open purchase order" file. A copy of the purchase order shall be maintained in this file until the order is fully received or cancelled. At any time, a review of this file shall indicate the amount of outstanding purchase orders issued by the county. Whenever the receiving report (blue) copy of the purchase order and/or invoice are received, the purchase order copy shall be removed from the open purchase order file and attached to the receiving report, invoice, packing slip, and bill of lading for payment.

6.2 Receiving Invoices

Whenever an invoice is received, it should be attached to the open purchase order file copy until the receiving report is received. If the receiving report is not received within ten working days, the department concerned should be called to determine whether the merchandise was received. Invoices should be verified as to price bid and quoted on the purchase order, quantity, and freight terms. An important point is to check for cash payment discounts. Every effort should be made to take advantage of cash discounts.

6.3 Verification For Payment

When invoice, receiving report, packing slip, and bill of lading have been assembled and verification of quantity, price, and any exceptions noted on the various documents, payment may be made considering cash discounts, cash flow, and cash investments.

6.4 Freight Charges

Prices should include all freight charges. Purchase orders should state if other than F.O.B. destination. For purchases where the prices do not include freight, the purchase order shall state that all shipping and handling charges shall be "Prepaid" and added to invoice. The order will be considered F.O.B. shipping point as far as freight claims and title. Every effort will be made to avoid "freight collect" shipments.

6.5 Payments

After complete verification, payment will be made by issuing a county warrant. Unless cash discounts are to be deducted, payment is to be delayed until due.

6.51 Paid Files

Upon payment of county obligations, one copy of the warrant will be stapled to the invoice, requisition, purchase order, bid, receiving form, and shipping documents. This will be filed alphabetically by vendor and maintained in files for future use and auditing.

6.52 Partial Payments

Whenever there is to be a lengthy delay in receiving all of the merchandise purchased or whenever cash discounts are offered, a partial payment may be made

for the order. The partial payment request is to be sent to the Director of Finance. When the order is completed, another partial payment request is to be filled out and marked "FINAL". The outstanding purchase order copy should reflect the amount paid, quantity received, and the balance due on the order when completed.

7.0 SPECIAL AREAS

This section includes special purchasing problems.

7.1 Expediting Orders

The Director of Finance will review outstanding purchases and make inquiries to the various vendors involved to determine the status of receiving the merchandise.

7.2 Discounts

Every effort will be made to take advantage of "cash payment discounts".

7.3 Blanket Purchase Orders

For items purchased for repair and maintenance, the Director of Finance is authorized to issue blanket purchase orders to various vendors stating the department doing the purchasing.

7.31 Procedures

The Director of Finance shall request discounts from retail prices from the various vendors and set up accounts by issuing a purchase order without an amount or quantity, but for a specific period of time not to exceed June 30 of the current fiscal year.

7.32 Authorized Employees to Make Purchases

Upon the recommendations of the Director of Finance, the Financial Management Committee shall approve those employees who are authorized to purchase under a blanket purchase order.

7.4 Confirmation Purchase Orders

At times it will be necessary to take price quotes over the phone and issue orders over the phone. The Director of Finance will authorize such purchases and provide the purchase order number. Purchase orders will be mailed and marked "CONFIRMING ORDER, DO NOT DUPLICATE".

7.5 Procedures

Upon a request to and approval by the Director of Finance, a purchase order may be authorized to make emergency purchases whenever the county citizens' health and safety are in jeopardy. Emergencies created through neglect or poor planning must be avoided.

7.51 Procedures

If an emergency exists during working hours, the Financial Department shall be notified and direction received from the Director of Finance as to proper steps to be taken. If the emergency occurs when the department is closed, every effort should be made to obtain at least three (3) bids and an authorization given for an

emergency purchase by a member of the Financial Management Committee. A requisition should be given the Director of Finance within 24 hours indicating the purchase and a description of the emergency that existed.

7.6 Warranty Items

All warranties or guarantees are to be maintained by the Director of Finance in a file alphabetically by manufacturer. Whenever an item must be repaired, the Director of Finance shall be contacted for verification of warranty coverage.

7.7 Signatures

Contracts, applications for title, tax exemption certificates, agreements, and contracts for utilities shall be signed by the Director of Finance or the department head responsible for the area.

7.8 Equipment To Be Traded In

If equipment is to be traded in, a detail description shall be submitted with the requisition. Information should include manufacturer, model, model number, serial number, year, and such other information to aid the vendor in submitting a bid. Bid is to be requested both with and without trade.

8.0 SALE OF SURPLUS PROPERTY

Whenever surplus property of the county is to be sold, the Director of Finance will prepare a detailed list of items to be sold and public auction procedures for recommendations to the Financial Management Committee. The committee will approve a time and method for holding the public auction.

PURCHASE REQUISITION

Date: _____

Purchase Order # _____

PURCHASING DEPARTMENT Please purchase the following items:

For

Notify _____

Purpose or Use _____

Charge To

Vendor

Ship Via _____

Quantity	Unit Price	Stock #	Description					Estimated Cost

Requested by	<input type="text"/>
Department Approval	<input type="text"/>

For Purchasing Department Use:	
Approved _____	Date _____
Ordered From _____	
P.O. No. _____	Date _____