

RESOLUTION # 04-09  
(Amended Resolution #00-04)

FOR 21800 B 0060 P 0047  
Date 8-APR-2004 8:56am  
Fee: No Fee Check  
FILED BY SS  
COUNTY CLERK  
DAGGETT COUNTY

**A RESOLUTION ESTABLISHING STEP BY STEP PROCEDURES AND GENERAL RULES FOR A PURCHASE ORDER SYSTEM IN DAGGETT COUNTY**

**BE IT RESOLVED BY THE DAGGETT COUNTY COMMISSION THAT:**

**PURCHASING SYSTEM**

**1.0 DEPARTMENT HEADS**

- 1.1 Each department head will be responsible for the purchases made for their department.
- 1.2 All invoices must be submitted for payment to the Auditor's office by one working day before Commission Meeting.
- 1.3 Each department head will be responsible for notifying the county Auditor regarding the line item designation they would like applied to the purchase. Purchases not designated by the department head will be designated at the discretion of the County Auditor.
- 1.4 The Deputy County Auditor is authorized to act in place of the County Auditor in matters pertaining to the designation and payment of purchases.
- 1.5 Purchase orders are available for use as needed by the department heads. Each department head is responsible for any purchase orders issued to their department.

**2.0 COUNTY AUDITOR**

- 2.1 The County Auditor or the Deputy County Auditor shall administer the Purchasing System provided by this resolution. The County Auditor, the Deputy County Auditor, or the independent auditor shall recommend to the County Commission such new or revised purchasing rules and regulations as deemed desirable. The County Auditor shall also prescribe and maintain such forms as reasonably necessary, including credit applications, to the operation of this resolution and other rules and regulations.
- 2.2 The County Auditor or the Deputy County Auditor is authorized to pay all regular recurring expenditures, without commission approval, such as, but not limited to, payroll and all related expenditures , utility bills, telephone bills, fees, and regular recurring monthly bills.

**3.0 PAYMENT POLICY**

- 3.1 Payroll checks will be prepared bimonthly as per the annual schedule received from the Payroll Clerk. Payroll sheets and /or time cards must be submitted to the Payroll Clerk on the 1<sup>st</sup> and 16<sup>th</sup> day of each month prior to 10:00 A.M. If the 1<sup>st</sup> or 16<sup>th</sup> falls on a weekend or holiday, time sheets must be submitted by 10:00 A.M. the following work day, Monday thru Friday. Employees not submitting their time sheets by 10:00 A.M., may be penalized a service fee. **Direct Deposit Funds will be available at your depository on the 5<sup>th</sup> & 20<sup>th</sup>, or the next working day thereafter.**
- 3.2 Lost check replacement – In the event of a lost per diem check, replacement will be issued at employee's request. Employee will be charged stop payment fees. If check has been mutilated and remains of check are turned in to auditor's office, no stop payment fee will be assessed.
- 3.3 All bills will be paid within 30 days of the date on the invoice unless otherwise

stated on the invoice or unless otherwise stated on the invoice or unless other arrangements have been made.

#### 4.0 BLANKET PURCHASE ORDERS

- 4.1 At the beginning of each month, department heads may request blanket purchase orders from the County Auditor or Deputy County Auditor. A blanket purchase order is an order which is issued to an approved, pre-selected vendor. This blanket order may be good for one month or one quarter. As the need arises during the month, the department head is authorized to make purchases on these blanket purchase orders.
- 4.2 All invoices for blanket purchases must be signed by the department head and forwarded to the County Auditor's office as soon as possible.
- 4.3 Purchase orders will not be required on all purchases made by the department heads. However, purchase orders will be required on all major purchases and on purchases in excess of \$250.00 per item.
- 4.4 A copy of any purchase order must remain in the Auditor's office.

#### 5.0 BID PURCHASES

- 5.1 Purchases in excess of \$500.00 will require three proposals, price quotations of bids, if possible. State bid purchases will not be required to obtain bids or quotations.

#### 6.0 EMERGENCY PURCHASES

- 6.1 It is recognized that emergencies cannot be anticipated; these include equipment and vehicle breakdowns and damage caused by storms and vandalism. Emergency purchases may be made in these instances, but only if departmental operation would be seriously impaired if immediate action were not taken.
- 6.2 To initiate an emergency purchase, the department head is to call the County Auditor's Office and advise the Auditor's Office of the nature of the emergency. The department head is to request a purchase order number in order to make this purchase.
- 6.3 If an emergency should arise during a time other than normal office hours, the department head may approve the purchase without a purchase order number. A purchase order number should be obtained from the County Auditor's office as soon as possible.
- 6.4 The invoice for the emergency purchase should be submitted to the County Auditor's Office as soon as possible.
- 6.5 The creation of an emergency for failure to anticipate normal needs is to be avoided. Emergency purchases are costly. They are made hurriedly, usually on a non-competitive basis and usually at top prices. By avoiding emergency purchases, money will be saved.

#### 7.0 GENERAL POLICIES AND GUIDELINES

- 7.1 Purchase orders for Commission approval must be in the County Auditor's Office by the day prior to the Commission Meeting.
- 7.2 Minor purchases, necessary for the daily operation of the County departments, can be made without a purchase order number being issued.
- 7.3 All credit applications will be completed by the Auditor's office.
- 7.4 All purchases in excess of \$250.00 per item will require a purchase order number. Credit card purchases also will require purchase order numbers before the credit card purchase is made. Emergency purchases will be the only exception to this rule and only if the emergency occurs during a time other than normal business hours. However, a purchase order should be obtained from the

- County Auditor's office on the next working day.
- 7.5 No employee, whether expressed or implied, is to use his or her position with the County to obtain a discount from any vendor. It is illegal and against County purchasing procedures to purchase anything in the name of Daggett County for personal or private use.
  - 7.6 All invoices must be prepared by the vendor and never by County personnel.
  - 7.7 The method of using petty cash within the County department is to be avoided. This is not an authorized method of paying for purchases made within any department of the County.
  - 7.8 The County is exempt from paying sales tax and therefore, sales tax will not be paid on any purchase made for Daggett County.
  - 7.9 For the purpose of this procedure, the Deputy County Auditor will act in the absence of the County Auditor.
  - 7.10 The County Commission may make changes to these rules and regulations as they deem necessary, upon regular commission meeting action.
  - 7.11 Tokens of get well for employees will be ordered thru purchasing/auditors office at the cost of approximately \$25.00, paid by Daggett County. Tokens of sympathy for the immediate family of employees will be ordered thru purchasing/auditors office at the cost of approximately \$25.00, paid by Daggett County. Any other desired tokens of sympathy or get well must be paid for by donations.
  - 7.12 Commissary: All commissary monies will be handled as any other budgeted department, with all revenues and expenditures going through the general fund, with the exception of inmate monies. A petty cash fund is allowable, amount determined by the County Commission. Petty cash is to be properly accounted for.
  - 7.13 Every Department Head is responsible for inventory items in their offices, and should verify items at the beginning of each year.

This resolution shall become effective immediately.

Date this 6<sup>th</sup> day of April, 2004

DAGGETT COUNTY COMMISSION

Chad L. Reed  
CHAIRMAN



Wicky Miller  
DAGGETT COUNTY CLERK

Commissioner Reed voted:   X   Aye        Nay

Commissioner Collett voted:   X   Aye        Nay

Commissioner Leith voted:   X   Aye        Nay