

RESOLUTION
#94-4

*Amended
See 00-04*

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

DEPARTMENT HEADS

1. Each department head will be responsible for the purchases made for their department.
2. 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.
3. The Deputy County Auditor is authorized to act in place of the County Auditor in matters pertaining to the designation and payment of purchases.
4. 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.
5. The pink copy of the purchase order must be turned in to the County Auditor's office in a timely manner.

COUNTY AUDITOR

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 to the operation of this resolution and other rules and regulations.
2. The County Auditor or the Deputy County Auditor is authorized to pay all regular recurring expenditures such as, but not limited to, payroll and all related expenditures, utility bills, telephone bills, fees, etc..

PAYMENT POLICY

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 1st and 16th day of each month prior to 10:00 A.M.. Employees not submitting their time sheets for payment will not be paid until the following pay period.
2. All bills will be paid within 30 days of the date on the invoice unless otherwise stated on the invoice or unless other arrangements have been made.

BLANKET PURCHASE ORDERS

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

EMERGENCY PURCHASES

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.

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.

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.

The invoice for the emergency purchase should be submitted to the County Auditor's Office as soon as possible.

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.

GENERAL POLICIES AND GUIDELINES

1. Purchase orders for Commission approval must be in the County Auditor's Office by the day prior to the Commission Meeting.
2. Minor purchases, necessary for the daily operation of the County departments, can be made without a purchase order number being issued.

3. All purchases in excess of \$250.00 per item will require a purchase order number. 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.

4. 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.

5. Personal use of County owned material, parts or any other consumable material is specifically prohibited. Use of County equipment and tools will be authorized only when specifically approved by the department head.

6. All invoices must be prepared by the vendor and never by County personnel.

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.

8. The County is exempt from paying sales tax and therefore, sales tax will not be paid on any purchase made for Daggett County.

9. For the purpose of this procedure, the Deputy County Auditor will act in the absence of the County Auditor.

10. The County Commission may make exceptions to these rules and regulations as they deem necessary.

BY ORDER OF THE DAGGETT COUNTY COMMISSION

DATED THIS 2ND DAY OF MARCH, 1994.

/s/ Elbert J. Steinaker, Jr.
Elbert J. Steinaker, Jr. Chrm.

/s/ James M. Briggs,
James M. Briggs, Commissioner

/s/ Sharon Walters
Sharon Walters, Commissioner

ATTEST:

/s/ Gene Briggs
Gene Briggs
Daggett County Clerk