

Long County Purchasing Policy

APPLICABILITY:

The provisions of this purchasing policy shall apply to all County Departments receiving appropriations from the governing authority of Long County, to all County employees and elected officials, and to other agencies as the governing authority may deem appropriate.

POLICY OBJECTIVES:

1. To Implement a Purchasing Order Numbering System when Purchasing Items of monetary value for Long County.
2. To Carry out procedures for purchasing all goods and services required by the using departments of Long County, pursuant to the provisions of this policy and other directives of the Board of Commissioners.
3. To purchase the most appropriate quality in supplies, materials, equipment, and contractual services at the lowest reasonable expense.
4. To gain more value for each non-salary budget dollar expended.
5. To implement an efficient, cost effective purchasing process that encourages fairness and high ethical standards.

GENERAL PURCHASING PRINCIPLES:

1. Except for emergency situations all materials, supplies, equipment, and services shall be purchased only by purchase order when funds have been approved and are included in the County's current year operating budget.
2. In the event that no budgetary provision exists for a purchase, the Board of Commissioners must approve the use of funds for such purchase. Anyone who purchases unbudgeted items without prior Board approval will be responsible for the payment of that item.
3. All consideration being equal, bids shall be awarded on price, service, and delivery. Bid items must meet specification in all cases to quality; however, Long County has the right to reject any and all bids or portion thereof.
4. An emergency purchase is warranted only in an emergency situation in which a threat to public health, welfare, or safety exists. A County Department Head or his designee responding to an emergency may procure necessary equipment, material, supplies, or services without prior approval of these purchases must be documented and provided to the Chairman of the Board of Commissioners for review. Competitive procurement, to the extent possible, should be practiced during emergency situations.

5. It is the desire of the Long County Board of Commissioners to purchase products from local vendors whenever possible. However, the Board has a responsibility to the taxpayers to ensure that the maximum value is obtained for each public dollar spent. Assuming quality and service are equal, purchases shall be made from the local vendor whenever total costs are as low as or lower than any other bids received, provided all specifications are met.
6. Any vendor doing business with Long County must have all real and personal property taxes owed to the County paid prior to any award of a contract or purchases.
7. Whenever any goods or services are available to Long County through a contract with the federal or state government, and when such items or services shall be deemed to have met all requirements of the using department, such items or services shall be deemed to have met all requirements of competitive bidding and may be purchased under the federal or state contract without regard to the requirements of this purchasing policy.
8. No County employee shall purchase supplies, materials, or equipment for personal use, or for the purpose of exemption of state, federal, and local taxes.
9. No County employee shall accept a gratuity of more than an insignificant value from any person or company that, to the employee's knowledge, is interested in business dealings with Long County. Examples of items to be considered insignificant are pens, cups, t-shirts, hats, etc.

PURCHASING PROCEDURES:

1. The Chairman of the Long County Board of Commissioners shall be authorized to make purchases by purchase order in the amount of \$1,000.00 dollars or less when deemed necessary for the good of Long County and its every day operations.
2. Department Heads or designees are encouraged to obtain three verbal bids for supplies, materials, equipment, or contracted services to be purchased, This will be regulated by the call limit on the Visa Purchase Card. Purchases must never be split to stay within these guidelines.
3. Department Heads shall designate a member of their staff in writing to purchase all supplies or services.
 - Purchase Orders and Credit Cards will be issued from Commissioners Office.
 - All Purchases will require a purchase order number.
 - Supplies and materials, etc which is paid through Credit Card will require signing out and in when using for payment.
4. Department Heads or designees are required to provide all invoices and receipts to the Finance Office, or direct the vendor to submit an invoice to the Finance Office.
5. Department Heads must sign and date all invoices and receipts prior to submitting to the Finance Office.

6. All invoices must be reviewed and initialed prior to vendor payment by two of the following: County Clerk, Deputy Clerk, or payroll employee. In addition, the Chairman of the Board of Commissioners, or the Finance Manager if designated by the Chairman, must initial the invoice prior to vendor payment.

- Purchases between \$500.00 and \$1,000.00

1. Department Heads or designees are required to obtain three written bids for supplies, materials, equipment, or contracted services to be purchased. Sole source or proprietary items may be excluded from the requirement.
2. Prior approval from the Finance Manager is required prior to purchase to ensure that the items are funded in the current year budget and bid procedures have been followed. Copies of written bids or documentation of verbal bids must be provided for review.
3. Department Heads or designees are required to provide all invoices and receipts to the Finance Office, or direct the vendor to submit an invoice to the Finance Office.
4. Department Heads must sign and date all invoices and receipts prior to submitting to the Finance Office.

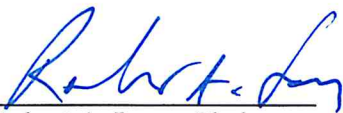
- Purchases between \$1,000.00 and \$2,500.00

1. Department Heads or designees are required to obtain three written bids for supplies, materials, equipment, or contracted services to be purchased. Sole source of proprietary items may be excluded from the requirement.
2. Prior approval from the Finance Manager and the member of the Board of Commissioners that is designated head of your department is required prior to purchase to ensure that the items are funded in the current year budget and bid procedures have been followed. Copies of three written bids must be provided for review.
3. Upon approval the Finance Manager or their designee will then purchase the items or services with the Visa Purchase Card or Purchase Order.
4. Department Heads or designees are required to provide all invoices and receipts to the Finance Office, or direct the vendor to submit an invoice to the Finance Office. Department Heads must sign and date all invoices and receipts prior to submitting to the Finance Office.

- Purchases more than \$2501.00

1. Department Heads or Designees are required to obtain approval from the Board of Commissioners prior to purchasing items. All requests should be submitted to the Finance Office.

2. Upon Board approval, Department Heads or designees are required to obtain three written bids for supplies, material, equipment, or contracted services to be purchased
3. If deemed appropriate, the Board of Commissioner may require formal sealed bids or formal advertising in a newspaper with general circulation for certain purchases.
4. Department Heads or designees are required to obtain a purchase order from the Finance Manager prior to purchase of approved items. Copies of three written bids must be provided for review and approval by the Finance Manager before a purchase order will be issued or the use of the Visa Purchase Card.
5. Department Heads or designees are required to provide all invoices and receipts to the Finance Manager, or direct the vendor to submit an invoice to the Finance Manager. Department Heads must sign and date all invoices and receipts prior to submitting to the Finance Manager.



Robert A. Long, Chairman
Long County Board of Commissioners



Approved: August 5, 2014
Attest: May Ann Oden
County Clerk