

**COUNTY OF BRANCH
PURCHASING AND RECEIVING POLICY**

The purpose of this policy is to provide clarification of duties and obligations, uniformity of process, and efficient and effective monitoring of asset inventory and accurate liability coverage.

1. All individual items to be purchased in an amount of \$1,000.00 (per item) or more shall be requested by completing a Purchase Requisition form (see attachment).
2. Each submitted Purchase Requisition form must contain at least the following information: date, vendor information, quantity, item number if known, description, cost, department originating request, and line item number.
3. All completed Purchase Requisitions shall then be forwarded to the Department Head for approval of said request.
4. The Department Head shall review and approve (by signing) the Purchase Requisition.
5. The Department Head shall then forward the approved Purchase Requisition to the Administrative Assistant.
6. The Administrative Assistant shall process the requisition(s) received and forward to the County Administrator/Controller.
7. The County Administrator/Controller shall review and authorize (by signing) the Purchase Order.
8. The Administrative Assistant shall forward the authorized purchase order to the department requesting the purchase for notification and proof the process has been completed. The Department Head or designee is then responsible for sending the purchase order to the appropriate vendor.
9. Upon receipt of the supplies, materials, and/or equipment ordered, the department requesting the purchase shall be responsible for reviewing the packing slip for order verification and shall sign and date the packing slip before forwarding it to the Administrative Assistant where the packing slip will be filed with said purchase requisition.
10. The Original Invoice is to be forwarded to the Administrative Assistant with the appropriate line item and authorization. The Administrative Assistant will include the item(s) purchased in the Asset Inventory System for insurance and audit purposes.

This policy applies to all general fund departments and the following special fund agencies: 911, Board of Public Works, Commission on Aging, Building Inspection, Housing Administration, Airport, and Victim's Rights.

Date Amended: February 25, 2014

Effective: February 26, 2014

Yeas: 5

Nays: 0

Date Adopted: March 20, 2002

Effective: April 1, 2002

Yeas: 8

Nays: 0