

Jefferson County Policies & Procedures

Policy Name:	Purchase Order Policy	Approved:	12-19-2013
Policy Number:	Finance – 305	Author:	Keyser/Stanton
Associated:	Pink Purchase Order 4 Part-Form from Accounts Payable		

The purpose of this policy is to establish a uniform procedure for processing all purchase orders for the county. A purchase order is to be used for all items to be purchased. Reimbursements do not need to be on a purchase order, but must be submitted with an expense report, along with itemized receipts and supervisor's approval.

Purchase orders must be written for any items to be purchased. Items at or below \$250 require a purchase order to be approved by the County Administrator. Purchased items at or above \$250 require County Commission approval, which is also the same level established for the PCard Program. Please note items should not be purchased separately to avoid the \$250 limit when ordering in bulk.

The process for Purchase Orders (PO) at or above \$250 is as follows:

- The PO is to be completed in its entirety including the budget line item from which the expense should be paid.
- The PO is submitted to the Commission Staff to be included on the next Commission Meeting Agenda.
- Once the PO is approved, the Commission Staff sends the entire PO to Accounts Payable.
- Accounts Payable will distribute a pink and white copy back to the originator indicating the purchase has been approved. (Accounts Payable keeps the blue and yellow copies).
- ONLY at that point, should the originator of the PO purchase the item(s). Once the item is purchased and an invoice is obtained, the white copy of the purchase order with an itemized receipt attached should be returned to the Accounts Payable department.
- If the budgeted line item has the appropriate funds, Accounts Payable will process payment. A check, along with the invoice will be mailed to the vendor. Accounts Payable will keep one copy of the invoice and one copy of the purchase order for their files for auditing purchases.
- All purchases must be for reasonable and necessary costs. No purchases shall be made in excess of the amount approved by the Commission, unless the difference is strictly due to state tax and shipping costs.
- If the budgeted line item does not have the necessary funds to pay for the total invoice, the invoice will be denied by Accounts Payable and returned to the PO originator. It will be the purchaser's responsibility to complete a Budget Revision Form and appear before the Commission to have monies moved within their budget to accommodate the purchase.

--If the purchase was not authorized by the Commission or there are insufficient funds within their overall department budget to purchase the item, it is the responsibility of the purchaser to either return the product or be personally responsible.

While purchase orders serve an important purpose for being able to place orders with vendors, every consideration should be given for utilizing the Jefferson County PCard. By utilizing the Pcard, it provides a rebate for the County which is additional revenue. This revenue is returned into the General Fund.

Exceptions: If the purchase is a required emergency for continued employee productivity or our citizens' use of our services and buildings, the maintenance department manager (in conjunction with the County Administrator) has the authority to spend up to \$10,000, if time is of the essence. Examples of exceptions would be, but not limited to, heating and air conditioning of the buildings, elevators for the public, car repairs for the deputies, or weather emergencies. If the purchase is above \$10,000, the maintenance department manager would be required to email the Commissioners to seek approval. Either exception requires the maintenance department manager to submit the PO through the agenda at the next regularly scheduled meeting for approval/ratification.