



Board of County Commissioners

Office of Purchasing

**Title: Weekly Requisition To Purchase Order/Change
Order Report Log And Contract Log**

Operations Manual

Procedure No: OM-095

Effective Date: 9/07/04 Supersedes Date: 8/04/04

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I. Purpose To provide weekly feedback to the Purchasing Manager and County Administrator of the Purchasing Agents requisition and contract activities.

II. Scope These reports are to be provided by all Purchasing Agents on all requisition and contract activities for the reporting week.

III. Responsibility

The Weekly Requisition To Purchase Order/Change Order Report Log Form #OF0060-1 and copies of the legal advertisements for solicitations released during the reporting period are the responsibility of the Purchasing Supervisors and Purchasing Agents, and are due to the Purchasing Manager's Office Assistant no later than 4:00 p.m. Friday.

The Purchasing Agents shall submit their reports and legal ads to their supervisors who shall review and assure accurate and adequate data.

The Purchasing Supervisors shall be responsible for reviewing the log for a complete report.

The Purchasing Manager shall submit these reports to the County Administrator no later than 9:00 a.m. Monday for his review and any follow-up discussions.