



I. Purpose: To provide guidance coordination in dealing with the distribution of the workload in the Office of Purchasing as shown in the Performance Process Map.

II. Scope: This procedural guidance as supported by the Tracking Log: Requisition to Purchase Order/Change Order Report Log and Contract Log.

These guidelines apply to all office personnel for day to day organizational relationships as well as the day to day operations of the Office of Purchasing.

III. Responsibility:

A. The Organizational Chart displayed in the Policy and Procedure Manual OR-010 clearly shows the day to day organizational relationship between and among the employees in the Office of Purchasing.

B. The Performance Process Map show the day to day operations of project deliverables in the Office of Purchasing.

Solicitations:

1. All Agents shall inform the Process Facilitator of the need for assistance.
2. Agents shall coordinate between Purchasing and the using department, prepare and pass the checklists (as supported by the Operational Manual OF0015) to the Process Facilitator in for solicitation to be assigned to an Office Assistant and recorded to the Tracking Log.

Requisitions:

1. Agents shall receive, review Funds, resolve issues if any and determine the need for solicitation.
2. Agents shall complete vendor number, FOB destination, delivery dates, terms and any special notes regarding the process of a Purchase Order prior to submission to the Process Facilitator in order for the requisition to be assigned to an Office Assistant and recorded to the Tracking Log.
3. Office Assistant processes the requisition to Purchase Order and records the Information on the Requisition to Purchase Order/Change Order Report Log and forwards to the Agents for initial and/or signature according to the signature levels.

Change Orders:

1. Agents shall review for Funds, resolve issues, if any, and forward to the Process Facilitator to assign to an Office Assistant and record to the Tracking Log.



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- C. When the Purchasing Manager is absent for short periods of time (usually less than all Day) the Purchasing Supervisor in charge shall be responsible for the specific activities in their respective sections, shall confer on overall departmental needs to assure responsive answers and decisions, and are specifically designated the signatory authority of the Purchasing Manager as outlined in the July 24, 2002 memo "Delegation of Signature Authority for Purchases less than \$50,000" when documents need to be signed before the return of the Purchasing Manager.

When the Purchasing Manager is going to be out of the office for an extended period of time for county business, leave, conferences forums, classes, etc. than a memo Form OF235 "Delegation of Signature Authority" (when the Purchasing Manager is out of the office) regarding the Purchasing Manager's specific delegation of designee signature authority shall be prepared and distributed to the Administrator's office, Assistant County Administrator to all Department Directors, Management Team and copy the Accounts Payable Supervisor, Clerk's Office. If guidance or assistance is required, then the Purchasing Supervisor shall seek assistance from the County Administrator.

