

V. REQUISITIONING AND PURCHASING PROCEDURES
FOR ALL
DEPARTMENTS

Originally adopted the 18th day of April, 2005.

First amendment adopted the 29th day of June, 2009.

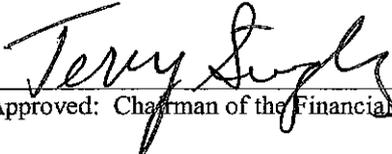
Second amendment adopted the 16th day of November, 2010.

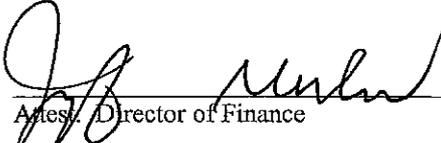
Third amendment adopted the 22nd day of February, 2011.

Fourth amendment adopted the 26th day of May, 2011.

Fifth amendment adopted the 27th day of June, 2011.

Sixth amendment adopted the 18th day of July, 2011.


Approved: Chairman of the Financial Management Committee


Asst. Director of Finance

CAMPBELL COUNTY DEPARTMENT OF FINANCE
REQUISITION AND PURCHASE ORDER PROCEDURES FOR ALL DEPARTMENTS

- Step 1. All departments must obtain blank purchase requisitions from the Department of Finance. Department Heads or their designees must sign purchase requisition log-out book indicating the number of purchase requisitions obtained.
- Step 2. Purchase requisitions must be issued for all items with the exception of monthly recurring expenses, such as: telephone, utilities, etc. Purchase requisitions shall be completed appropriately by each department inclusive of vendor name and address, delivery location, description of good and/or services to be obtained, quantity to be obtained, unit price for each item, extended price for each item, total dollar value of the requisition, and the appropriation line item to be utilized for the requisition. Purchase requisitions must be issued in a timely manner to allow sufficient time to secure competitive bids, if applicable. Purchase requisitions for purchases estimated to cost more than \$5,000.00 but less than \$10,000.00 shall be accompanied by a "Record of Informal Bid Solicitation" preferably reflecting quotes from at least three (3) vendors, but in all situations must reflect quotes from a minimum of two (2) vendors unless the purchase being requisitioned is to be made in conformity with Sections 1.4 Purchases Of Used Or Secondhand Items, 1.5 Purchases From Governmental Entities, 1.6 Purchases At Publicly Advertised Auctions, 1.7 Contracts For Professional Services, 1.8 Purchases From Tennessee State Contract Pricing, 1.9 Purchases From Local Government Pricing, 1.10 Sole-Source Purchases, or 2.3 Emergency Purchases as defined in the Purchasing Policies of Campbell County. Purchase requisitions for items estimated to cost more than \$10,000.00 shall not be subdivided in order to circumvent the requirement for competitive procurement; splitting purchase orders to circumvent the bidding process is illegal. Changes in scope of an original requisition estimate shall be documented through the preparation of a change order document to accompany the submittal of any supplemental purchase requisitions necessary to achieve the revised scope estimate. All change orders must be approved and signed by the Purchasing Agent/Finance Director to be effective. Change orders increasing the original project cost must be accompanied by an approved purchase order to be effective.
- Step 3. All purchase requisitions must be signed by the appropriate Department Head and/or Elected Official.
3. A. All Department Heads/County Officials shall design and implement internal controls relating to requisitioning activities within their respective departments/offices. Individual departmental requisitioning procedures will be reviewed from time to time for efficiency.
3. B. All Department Heads/County Officials shall specifically design and implement internal controls to insure purchase requisitions are not subdivided in order to circumvent the requirement for competitive procurement, and that any changes in scope of an original requisition estimate shall be documented through the preparation of a change order document to accompany the submittal of any supplemental requisitions necessary to achieve the revised scope estimate.
3. C. Violation of approved Requisitioning and Purchasing Procedures and Policies may result in suspension and/or revocation of purchasing authority. Employees violating approved Requisitioning and Purchasing Procedures and Policies may be subject to disciplinary action from their appropriate Department Head/County Official, including termination.
- Step 4. All executed purchase requisitions are to be delivered to the Department of Finance.
- Step 5. The Department of Finance will review purchase requisitions received from all departments and then draft the applicable purchase orders. Upon confirmation with applicable policies, procedures, laws, and confirmation of fund availability in the requested account line item, the Purchasing Agent and the Finance Director will prepare, approve and sign completed purchase orders.
- Step 6. Once the executed purchase order is complete and available for use, the requisitioning department must pick up the approved purchase order at the Department of Finance and forward the applicable copy of the approved purchase order to the vendor.

- Step 7. All invoices are to be mailed or delivered directly by the vendor to the Department of Finance and all invoices will be date stamped accordingly. Invoices not mailed or delivered directly by the vendor to the Department of Finance shall be returned to the vendor unpaid, and such invoices shall not be paid until such time the invoices are received directly by the Department of Finance from the vendor. All invoices with the exception of monthly recurring expenses, such as: telephone, utilities, etc. are to include the applicable purchase order number. Invoices received not including a purchase order number shall be reviewed against the outstanding purchase order file and a determination shall be made as to the existence of an applicable authorized purchase order. If no outstanding purchase order exists relating to the received invoice, the purchase shall be considered an unauthorized purchase and may result in the return of, delayed payment of, or non-payment of items provided without the prior receipt of a fully executed purchase order.
- Step 8. Invoices are logged and reviewed for compliance with applicable purchasing procedures and policies and then forwarded to the appropriate department for approval.
- Step 9. Upon approval for payment by the appropriate department, invoices are to be returned to the Department of Finance for payment scheduling.
- Step 10. After detailed review of the invoices, including correlation with the applicable purchase requisition(s), purchase order(s), verification of the quantity, unit price, and the extension thereof, including noted exceptions, a warrant is then prepared authorizing payment to the vendor. The warrant is signed by the appropriate County Officials, stamped by the County Trustee, and then delivered to the vendor. Paid invoices are cancelled and filed for audit purposes in the Department of Finance.