

JUL 13 2015

**REQUEST FOR AGENDA PLACEMENT FORM**

Submission Deadline - Tuesday, 12:00 PM before Court Dates

**SUBMITTED BY: Ralph McBroom**

**TODAY'S DATE: July 7, 2015**

**DEPARTMENT: Purchasing**

**SIGNATURE OF DEPARTMENT HEAD:**

**REQUESTED AGENDA DATE: July 13, 2015**

**SPECIFIC AGENDA WORDING: Consideration of Revision to Purchasing Manual Page 12. Section E. (2) (c) to read as follows:**

**“if the purchase is in excess of \$25,000 and funds are available Purchasing must obtain approval of the County Judge or his designated representative for the purchase and then utilize phone in purchase order procedures.”**

**PERSON(S) TO PRESENT ITEM: Ralph McBroom**

**SUPPORT MATERIAL: See attachment**

**TIME: 5 min**

**ACTION ITEM: X**

**WORKSHOP**

**CONSENT:**

**EXECUTIVE:**

**STAFF NOTICE:**

**COUNTY ATTORNEY:**

**IT DEPARTMENT:**

**AUDITOR:**

**PURCHASING DEPARTMENT:**

**PERSONNEL:**

**PUBLIC WORKS:**

**BUDGET COORDINATOR:**

**OTHER:**

**\*\*\*\*\*This Section to be completed by County Judge's Office\*\*\*\*\***

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

**E. Emergency Purchases**

Emergency purchases are authorized in extremely limited circumstances: (a) in the event of public calamity for the benefit of the county citizens or to protect public property; (b) in order to protect the public health or safety of county residents; or (c) when made necessary by unforeseen damage to public property. Depending upon the time of the emergency and type of purchase necessary, one of the following procedures should be followed:

- (1) After hour's emergency -- in such instances the department must take the necessary action to obtain the needed goods or services. If, however, the Department is aware that the purchase involves an expenditure of \$25,000 or more, a reasonable effort should be made to contact the County Judge to notify him or his designated representative that the emergency exists. The next working day the Department should contact purchasing to obtain a requisition and purchase order; procedures applicable to phone in purchase orders may be followed.
  
- (2) Emergency during working hours -- (a) If the purchase is for less than \$25,000 and budgeted funds are available, phone-in purchase order procedures may be utilized; (b) if the purchase is less than \$25,000 and funds are not available, approval of the County Judge must be obtained by Purchasing prior to acquiring the item using the phone in purchase order procedure; or (c) if the purchase is in excess of \$25,000, and funds are available Purchasing must obtain approval of the County Judge or his designated representative for the purchase and then utilize phone in purchase order procedures.