

**HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT**  
**GENERAL SERVICES DEPARTMENT**  
**PURCHASING POLICY**

**A. PURCHASE ORDERS**

All purchases exceeding \$100, whether single item or multiple items purchased at the same time, and from the same vendor, shall be by purchase order. No purchase over this amount shall be considered approved for payment without a purchase order. All purchase orders for the General Services Department shall be obtained at the Office of the County Mayor. Department Supervisors shall be responsible for the timely and adequate follow-up of all purchases.

Purchase orders will include the following essentials:

1. Name of vendor, department to which the purchase shall be charged, and the name of the supervisor/designated alternate requesting the purchase order;
2. General description of item(s) to be purchased
3. A firm, quoted, net delivered price, whenever possible; and
4. Signature of personnel authorized to issue purchase orders

Purchase orders are **not required** for the following expenses:

1. Travel Expenses
2. Dues and Memberships
3. Monthly Utility Costs
4. Mandatory Employee Screenings (i.e. pre-employment drug screens, physicals, etc.)
5. Contracted Services/Lease Agreements

In the event a purchase ***must*** be made over the weekend, personnel in the office of the County Mayor must be notified by the start of business on the first business day of the week following the purchase, and the purchase receipt must be presented to the County Mayor's office in a timely manner.

After processing, the purchase order distribution is as follows:

- White Copy – Vendor
- Yellow Copy – With Invoice
- Pink Copy – Maintained in numeric order with all other purchase orders

## **B. CONTRACTS**

Contracts shall be made only with responsible suppliers with the following considerations:

1. The supplier has the potential ability to perform successfully under the terms and conditions of a proposed procurement;
2. A system for contract administration shall be maintained to assure supplier conformance with terms, conditions and specifications of the contract;
3. Contracts shall contain such provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where suppliers violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate;
5. All contracts will meet all requirements of state and federal laws, rules and regulations.

## **C. PURCHASING**

The General Services Department will purchase competitively and seek maximum value for every dollar expended. Authorization to purchase shall be provided by the County Commission through the annual approval of the County Budget and the County Mayor (or his designee) shall approve purchase orders for department-wide purchasing.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the person making the purchase agreement. Should an unauthorized purchase be made by an employee, the employee may appeal to his/her supervisor for approval of payment of the unauthorized purchase. In order for the unauthorized purchase to be paid by the County, the employee's Supervisor must present a written statement authorizing the purchase to the County Mayor, and the reason the purchase is being approved. The County Commission will not, under any circumstances, be responsible for payment for any material or supplies purchased by unauthorized individuals or in an un-prescribed manner, unless approved by this appeals process.

The Hartsville/Trousdale County General Services Department shall not be obligated to pay for any expenditure exceeding \$100 made by an official or any other employee unless s/he first receives a written purchase order from the Mayor's office, or unless prior written permission or arrangements are made with the Mayor. A receipt/invoice signed by an authorized person must be presented for payment to the County Mayor's office. In the event a receipt/invoice is lost, a detailed statement describing the purchase, and the amount of the purchase, must be submitted to the County Mayor's office and signed by the authorizing supervisor/official.

Purchases will be made locally whenever possible and other conditions are comparable.

#### **D. ROUTINE PURCHASES**

Routine purchases shall include expenditures for supplies and other routine expenditures required for the operation of the General Services Department. These expenditures shall be anticipated and provided for in the budget and will normally be authorized by the County Commission at the beginning of the fiscal year. The County Mayor shall inform the County Commission if any substantial variation from budgeted estimates becomes necessary.

#### **E. SPECIAL PURCHASES**

Special purchases are those which are not routine, which may or may not be specifically identified by line item in the budget and exceed the \$10,000 bid requirement threshold. Examples of special purchases are all capital expenditures such as for buildings, major contracts, purchases of major equipment, items for long-term, and supplies of an unusual quantity or nature. All purchases in this category shall require specific prior approval of the County Commission on an item-by-item basis. In its approval, the Commission may place constraints on the County Mayor requiring evaluation and/or approval by the Purchasing Oversight Committee at various steps in the procurement process. This will be determined by the Commission on an individual basis, depending on the nature of the procurement action.

#### **F. EMERGENCY PURCHASES**

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of government activities. If within budgetary limits and deemed essential, emergency purchases may be made by the County Mayor. However, if the purchase is of such significant magnitude as to impact on the integrity of the budget, the Mayor shall call a special or emergency meeting of the Commission to deal with the matter. In any event, the Mayor shall be advised promptly of all emergency purchases.

#### **G. PURCHASING OF SURPLUS PROPERTY**

The County Mayor and other employees designated by the Mayor shall be authorized to act for the Department in acquiring federal surplus property through the Tennessee General Services Department for surplus property and in entering into agreements, certifications and covenants of compliance concerning the use of federal surplus property.

Further, the County Mayor is authorized to purchase any needed items through suppliers approved on the state bid list.

## **H. USED OR SECONDHAND PURCHASING**

In accordance with TCA § 12-3-1202(b), a department purchasing used or secondhand goods, equipment, materials, supplies, or commodities from a private individual or entity without public advertisement and competitive soliciting, must document the general range of value of the item through a listing in a nationally recognized publication (Kelly Blue Book, NADA Blue Book, or comparable publication) or through an appraisal by a licensed third party appraiser, and the price paid for the item cannot be more than five percent (5%) higher than the highest value of the documented range.

**FAILURE TO ABIDE BY THIS PURCHASING PROCEDURE BY ANY EMPLOYEE OR DEPARTMENT SUPERVISOR MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.**

### *References:*

*Ordinance 40-2007-02*

*Resolution 2010-11-212*

*Ordinance 174-2019-04*