

**ORDINANCE NO. 2025-0915A**  
**AN ORDINANCE AMENDING THE WARREN COUNTY PURCHASING POLICY**

WHEREAS, IC 5-22 (the "Act") applies to every expenditure of public funds by a governmental body under the Act;

WHEREAS, Warren County (the "County") is a governmental body under the Act;

WHEREAS, the County previously adopted and codified a Purchasing Policy for purchases made for the County; and

WHEREAS, the Board of Commissioners of Warren County desires to amend such Purchasing Policy to better clarify the purchasing rules for goods and services.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Warren County, Indiana Title III, Chapter 35, Section 35.03 of the County Code is amended as follows:

**§ 35.03 PURCHASING RULES**

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(H) **Purchase of Goods.** For purchasing goods, the County will follow State law outlined Indiana Code 5-22 et seq., as well as any other applicable State and local provisions as it relates to minimum expenditure thresholds for quoting and bidding processes.

(I) **Purchase of Services**

1. Agreements or contracts are required for services. Agreements/contracts for services are not governed by the Indiana Public Purchasing Statutes nor the Public Works Statutes. The County reserves the right to enter into an agreement with a vendor providing services when it is determined reasonably necessary for the County to do so. The awarding of agreements or contracts for services is not subject to the bidding procedures of Indiana statutes. I.C. 5-22-2-30 defines services as: "Services' means the furnishing of labor, time, or effort by a person, not involving the delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance."

2. If the agreements or contracts for services are atypical, have not been previously approved (addendums and amendments to previously approved contracts would be considered to be previously approved for this purpose), or are not in the typical county contract form (if one exists for this service) they must be reviewed and approved by the County Attorney prior to or contemporaneously with the Elected Official and/or Department Head providing their recommendation to the Board of Commissioners. Based upon the recommendation provided by the Elected Official and/or Department Head, the Board of Commissioners shall approve or deny the proposed agreement/contract for the purchase of services.

3. Subject to the provisions set forth herein below addressing emergency purchases, if the need for a service is urgent and cannot be postponed until the next Board of

Commissioners meeting, then the Elected Official/Department Head shall be permitted to purchase the service as long as there are available in their budgets, sufficient funds with previously unspent or committed unappropriated fund balances. The Elected Official/Department Head shall report the purchase of the service to the Board of Commissioners at its next public meeting following the emergency purchase.

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So ordained this 15<sup>th</sup> day of September, 2025.

BOARD OF COMMISSIONERS OF  
WARREN COUNTY, INDIANA

John Comer  
John Comer, President

CAG  
Craig Greenwood

Clay Andrews  
Clay Andrews

ATTEST:

Robin Weston-Hubner  
Robin Weston-Hubner, Warren County Auditor