

Feb-9-1993-Page 4

ADMINISTRATIVE ORDER NO 93-2

OF THE

JEFFERSON COUNTY COMMISSION

Pursuant to the authority vested in the Jefferson County Commission by law the following Administrative Order is hereby issued:

PURPOSE

TO REESTABLISH AND REVISE THE PROCUREMENT SYSTEM AND PROCEDURES FOR JEFFERSON COUNTY DEPARTMENTS.

GENERAL POLICY

Procurement for Jefferson County departments shall be carried out pursuant to a procurement system by the Jefferson County Purchasing Department. The procurement system shall facilitate purchases in a timely manner and in accordance with the Competitive Bid Law and all other applicable laws and regulations.

PROCEDURES

1) Requisitions

- (a) The requisitioning User Department shall prepare the procurement requisition in duplicate.
- (b) Specifications for requisitioned items shall be drafted to promote overall economy for the intended purpose and to encourage competition. The description shall include any required design, function and performance characteristics.

Specifications shall be subject to review and modification by Purchasing to achieve the intended purposes and necessary competition and in accordance with other Commission directions. Specifications for rolling stock must be approved by Fleet Management. See AO 89-1, as amended.

- (c) The requisition shall contain the requisition number. (The Department's organization number, division identifier code (if applicable), last digit of fiscal year, and sequence number, beginning with No. 1 (e.g., 900-3-1 is Purchasing Department, FY 1993, first requisition issued).
- (d) The requisition shall contain the account codes: Fund (e.g., 01 is General Fund), Organization (e.g., 0900 is Purchasing), Object (54111 is general office supplies), Section, unit, Project, Grant (if applicable). The requisition may contain multiple account numbers to distribute the cost to several departments. For example, the finance department may purchase office supplies for all finance divisions and distribute the cost as follows:

01060154111	\$200.00
01080254111	\$300.00
01080354111	<u>\$300.00</u>
Total office Supplies	\$800.00

This series of account codes identifies the budget to be charged for an expenditure of funds for general office supplies in the Purchasing Department. The object number is based on the Chart of Account Categories. The Finance Department will provide a Chart of Accounts or department budget upon your request.

The Budget Management Office assigns account codes to User Departments.

- (e) The original of the requisition is delivered to the Purchasing Department. The copy is retained by the requisitioning department.
- (f) User Department should allow 30 days for delivery of routine purchase items under \$5,000 and 45 days for items over \$5,000 in total cost.

2) Purchase Orders - Distribution

- (a) The Purchasing Department prepares purchase orders.
- (b) Purchasing removes the numeric copy for filing.
- (c) Purchasing forwards purchase orders (except Cooper Green Purchase Orders) to Accounting for encumbering.

(d) Accounting distributes as follows:

Where all line items are less than \$5,000 and/or where line items more than \$5,000 have Commission approval:

White Original: Vendor
Pink: Purchasing
Yellow: Accounting Dept.
Green and Blue: Operating Unit

(e) Purchasing forwards Cooper Green Hospital Purchase Order to the Hospital Accounting for encumbering.

(f) Distribution of Cooper Green Hospital Purchase Orders:

White original: Vendor
Yellow: Cooper Green
Accounting Dept.
Green: Departmental copy
Blue receiving copy: Sent to Jefferson
County Accounting
Department after
order is complete.

3) County Commission Approval

- (a) Accounting will make a weekly submission of the Encumbrance Journal to the County Commission.
- (b) The Encumbrance Journal shall include all purchases encumbered by account code, purchase order number, vendor number, amount, and a

condensed description of the materials and/or services purchased.

- (c) The County Commission approves the Encumbrance Journal by resolution. This constitutes approval for purchases less than \$5,000 and approval of the recommendations for awards over \$5,000 in accordance with the Competitive Bid Law.

4) Holding of Purchase Orders

- (a) Accounting will hold purchase orders for which there are insufficient budget funds or an incorrect account code, etc.
- (b) Accounting will provide notice of such held purchase orders on Finance Form No. 26 to the User Department, Budget Management Office and Purchasing.
- (c) The User Department may request the Budget Management Office to amend the budget and/or correct account code errors.
- (d) Following appropriate budget amendments and/or correction of account codes, Budget Management verbally advises Accounts Payable to release the held purchase orders.

5) Emergency Purchases

Deviation from established procedures is authorized for emergency situations as follows:

In accordance with S 41-16-53, Code of Ala. (1975):
-- "In case of emergency affecting public health, safety or convenience, so declared in writing by the awarding authority, setting forth the nature of the danger to public health, safety or convenience involved in delay, contracts may be let to the extent necessary to meet the emergency without public advertisement. Such action and the reasons therefore, shall immediately be made public by the awarding authority."

Procedure

The requesting Department Head prepares a written

description of the emergency condition. The description shall include:

- (a) Narrative of the facts constituting the emergency;
- (b) Statement of the date on which each requested item is required;
- (c) Department Head's certification of his investigation of the facts and dates and endorsement thereof.
- (d) Department Head's certified narrative is attached to the purchase requisition and submitted to Purchasing.

- (i) Under \$5,000. The Purchasing Manager may approve. If the narrative is insufficient for approval he may request more information.

If denied, the Department Head may proceed under (ii) below.

- (ii) \$5,000 and over. Three Commissioners must approve. Commissioners' approval may be reflected by a signature on or attached to the requisition. A specific identification of the approved emergency purchase and the nature of the danger to public health, safety or convenience shall be included in the next following County Commission Minutes.

6) Receiving

- (a) The User Department shall receive and inspect each shipment for compliance with purchase order. The User Department completes the Final Receipt document immediately following complete receipt and sends the blue copy to Accounts Payable. Accounts Payable pays the vendor and closes the order.

(b) Partial or incorrect deliveries.

The User Department proceeds as follows:

(i) Prepares a Partial Receiving Ticket (3 parts),

(ii) Forwards to Accounts Payable the first two copies and pertinent shipping papers, and keeps the third copy for User Department records.

(iii) Upon receipt of the complete shipment the blue copy of the purchase order is signed and sent to Accounts Payable. Accounts Payable makes final payment to the vendor and closes the purchase order.

7) Expediting

The User Department shall initiate desired expediting of delayed, damaged or incorrect shipments by contacting the Purchasing Department Expediter. The Expediter will contact the supplier.

EFFECTIVE DATE

This Administrative Order shall be effective for all requisitions initiated beginning Feb 9, 1993. All conflicting provisions in prior Administrative Orders are repealed to the extent of such conflict. Specifically, County Commission Resolution dated March 22, 1938 (which established the Minutes List for all items costing more than \$150), and Resolution dated April 11, 1972 (which requires Commission approval for non-budgeted equipment items of \$100 or more), are hereby rescinded.

ORDERED this 9 day of February, 1993.

Mary M Buckelew

President
Jefferson County Commission

f:\joan\purch.ao

APPROVED AT

BESSEMER COMMISSION MEETING

DATE 2-9-93

MINUTE BOOK 4 PAGE 423-26