

BRADLEY COUNTY ROAD DEPARTMENT PURCHASING POLICIES

MAY 2016

Purchasing Procedures

1. Purchase orders must be issued for all purchases
2. The following individuals are allowed to make purchases:
 - a. Road Superintendent
 - b. Assistant Road Superintendent
 - c. Administrative Assistant
 - d. Garage Supervisor
 - e. Supervisor of Operations
 - f. Bookkeeper
 - g. Human Resources/Payroll Administrator
 - h. Sign Shop Technician
3. Purchases that will exceed \$10,000 will be discussed by Road Superintendent, Assistant Superintendent, Administrative Assistant and Bookkeeper
4. All items exceeding (or expected to exceed) \$10,000 will be bid or purchased on state contract
5. Bid items will be advertised a minimum of two times (one week apart) in local newspaper and or nearby newspapers
6. A minimum of two quotes may be taken on used items that are not available for purchase within an economical area, or may be purchased through auction after checking prices.
7. Individuals listed above will make request to bookkeeper for a purchase order number by telling her/him what is being purchased, where the purchase is being made and approximate cost of purchase.
8. Bookkeeper will issue purchase order number. (In some cases, blanket purchase orders may be issued for one month which will cover purchases made through that vendor for one month only) However, whoever is making a purchase from that vendor must still make their request.

9. A signed ticket must be given to the bookkeeper for any purchases made. The ticket will be matched with invoices by the bookkeeper to make sure purchases are being charged correctly.
10. Invoices are entered into the computer system and placed with the correct purchase order. These purchases are balanced and paid at end of month.
11. Tickets, invoices, purchase orders and checks are reviewed by the Administrative Assistant and the Road Superintendent after checks are issued.
12. Items exceeding \$1,000 will be tagged with an asset number and kept on inventory list. Equipment, Vehicles, etc. that exceeds \$10,000; Land improvements \$25,000 are GASB reportable as well as Roads, Bridges, Buildings & Building Improvements that exceed \$50,000. These are kept on a separate (depreciable) list.
13. The Road Superintendent is the only one authorized to sign contracts for the Road Department
14. Emergency purchases can be made under the following circumstances:
 - a. Inclement weather when more equipment is needed than is available
 - b. If a piece of equipment that is used during daily operations breaks and it will cost more to repair, or will take weeks or possibly months for parts to make the repairs.

(this will be especially true if we have a limited number of these pieces of equipment and have several important projects that cannot be put on hold)

Emergency purchases will be discussed by the Road Superintendent, Assistant Superintendent, Administrative Assistant, Garage Supervisor and Bookkeeper. Road Superintendent makes final decision for purchase to be made.

APPENDIX

TRAVEL REGULATIONS

ROW EASEMENT

PURCHASING PROCEDURES

CAPITAL ASSETS POLICY

SEGREGATION OF DUTIES

EMPLOYEE HANDBOOK

CREDIT/STORE CARD

ORGANIZATIONAL CHART

EMPLOYEE JOB DESCRIPTIONS

COUNTY ETHICS POLICY

ASSESSMENT