

County of Yadkin



# Purchasing Policy

November 30, 2012 rev. July 23, 2013

# Purchasing Policy



- Guide to purchasing methods and practices
- Treat vendors fairly and impartially
- Cooperation of all employees
- Comply with legal and ethical requirements
- Receive maximum value for each dollar spent

# Guidelines



- Encourage local vendors and suppliers to compete for County business
- Plan purchases for the short-term and long-term
- Complete vendor forms and obtain W-9s prior to purchase
- Funds must be available prior to purchase

# Guidelines



- Emergency purchases...not anticipating needs does not constitute an emergency
- Contact Finance and/or County Manager prior to purchase (even after hours)
- Purchase Order cut-off date is May 15
- Sole Source (Form and Board approval req'd)
- State Contract

# Purchase Order not Required



- Advertising
- Annual dues
- Civil Execution
- Claims Payments
- Courier Services
- Crisis Mgmt
- Day Care
- Debt Service
- Fees owed to the State

- DSS Custodial Accts
- Foster Care Payments
- Insurance Premiums
- Memberships
- Petty Cash Reim.
- Postage
- Refunds
- Service Contracts (CM)
- Subscriptions
- Utilities

# PURCHASING GOODS

Under \$1,000

P-CARDS,  
where  
accepted...  
purchase req. or  
invoice where  
not accepted

\$1,000 -  
\$29,999.99

Purchase  
Requisition  
– quotes  
requested

\$30,000-  
\$89,999.99

Informal  
Bids- quotes  
required

Purchase  
Requisition

\$90,000 and  
up

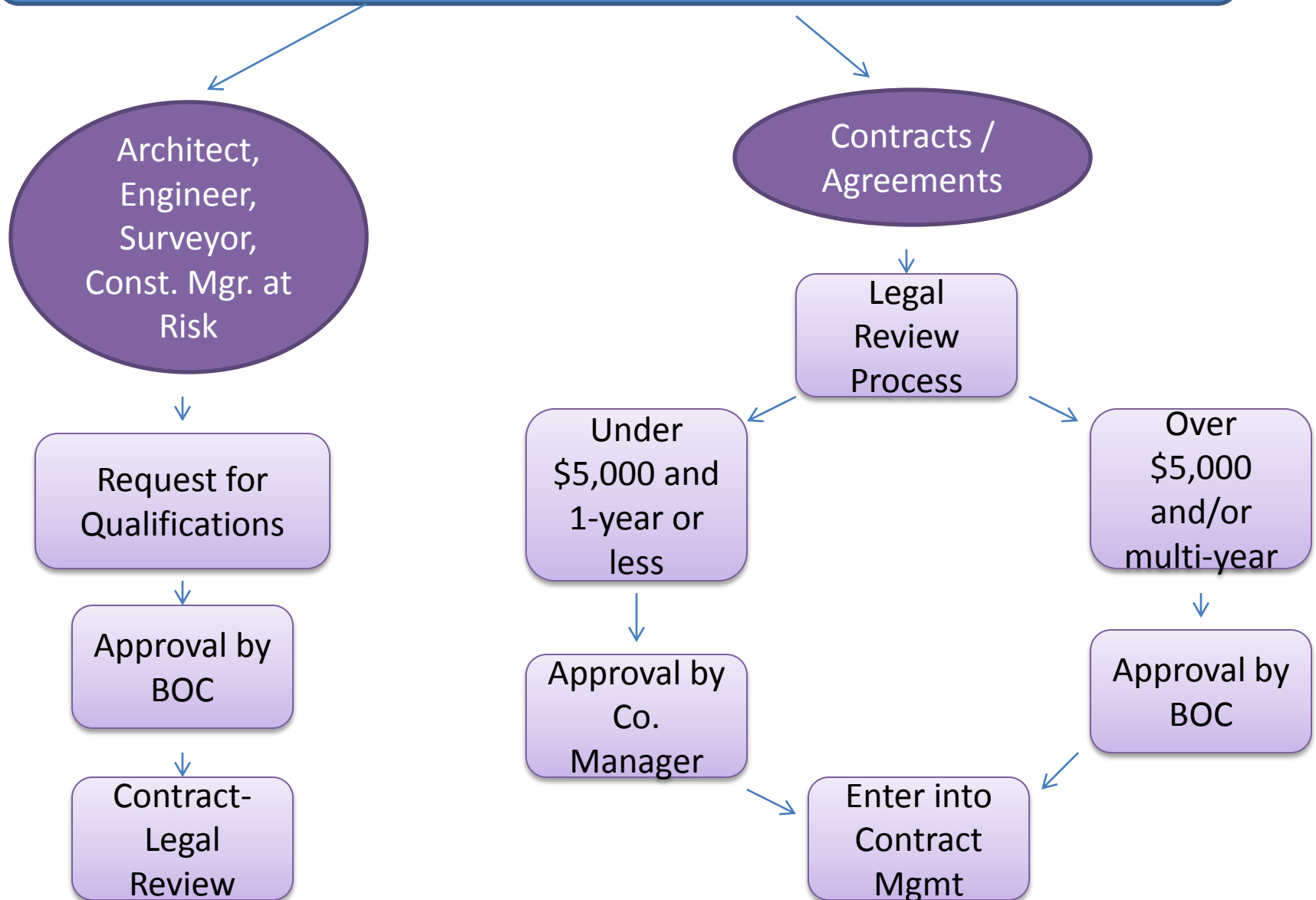
Formal  
Bids/RFP  
Required

Approval by  
BOC

Purchase  
Requisition

All technology  
purchases  
require IT  
approval prior  
to purchase

# PURCHASING SERVICES



# CONSTRUCTION

Architect / Engineer required if....

Non-structural work \$300,000 and above

Structural repair or new construction \$135,000 and above

Life Safety systems repair work \$100,000 and above

Limit use of own forces \$125,000 / \$50,000

General Contractor \$30,000 and up

\$30,000 - \$499,999.99

Informal Bids

Legal Review Process

Approval by BOC

\$500,000 and above

Formal Bids / RFP Required

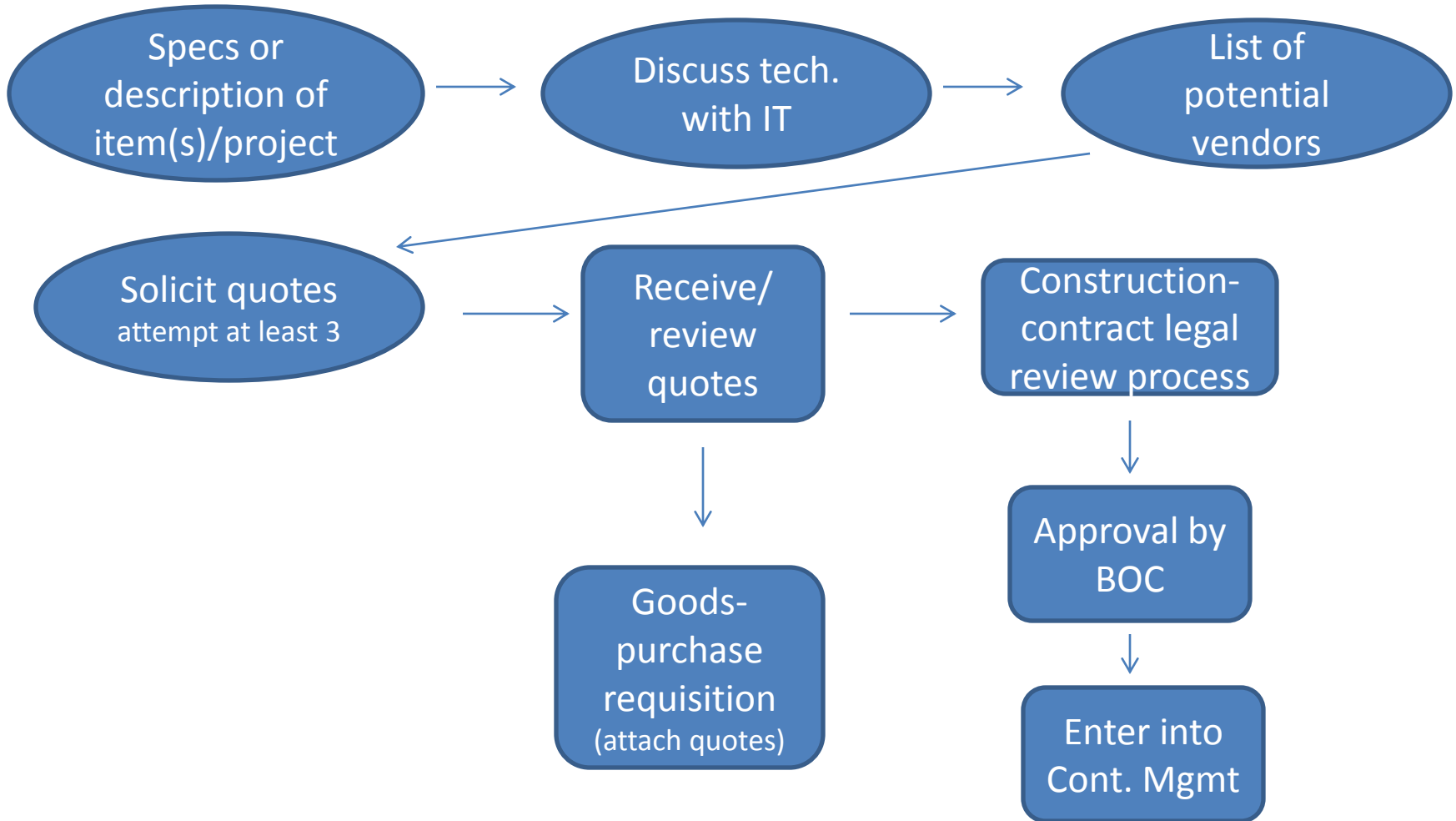
Legal Review Process

Approval by BOC



# INFORMAL BIDS

Purchases and construction/repair over \$30,000



# FORMAL BIDS

Purchases over \$90,000 and construction/repair over \$500,000

