

## **Request for Department Purchases**

**Policy Number: 470**

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### **Procedure:**

All equipment purchases (with the exception of a repair) that are to be made over \$1,000 will require presentation of at least two quotes (one quote if a state bid) to the county board for their approval before the purchase can be made.

If as a Department Head you have in your annual budget specific items to purchase as Capital Outlay or line item for the specific year you do not need to request permission from the County Board to get quotes for that item. If however you choose to use those budgeted dollars to purchase an item different than what was presented in your budget presentation we request that you do ask the County Board for permission to seek quotes on that item. Include the items to purchase that year on a separate sheet to present to the County Board.

When bringing quotes/bids to the County Board for consideration of approval, be sure to have all costs such as sales tax, shipping/handling, trade allowance, etc. figured into the cost so the board can compare the bottom dollar.

Upon consensus of the Department Head, Liaison, Coordinator, and Board Chair, unanticipated needed purchases, where time is of the essence, can be made up to \$5,000.

See Policy 615 "Capital Assets System" for accounting of these purchases/assets.