

Follow-up:

# Required Authorizations for Expenditure of Public Funds

## 500.1 PURPOSE AND SCOPE

This policy provides guidelines for what authorizations are required when procuring necessary items and services for the operations of the County.

## 500.2 POLICY

Directors, Administrators and Program Managers are required to obtain authorization prior to making the following expenditures:

- Board of Commissioners approve:
  - Expenditures of \$10,000.00 or more;
  - All expenditures of any amount for which no appropriation authority has been adopted in the current annual County budget.
- Finance Director, or if unavailable, then Liaison Commissioner
  - Expenditures of \$5,000 to \$10,000 except those designated as routine.
- Appropriated expenditures less than \$5,000.00 are to be authorized by the Director, Administrator, or Program Manager.

## 500.3 DISCUSSION

General authority to make expenditures is conferred on Director, Administrators and Program Managers through the County Budget adopted annually by the Board of Commissioners. Adoption of the annual budget follows Local Budget Law (ORS 294.305-565). By Order, the Board of Commissioners annually adopts a budget, levies taxes and makes appropriations. Appropriations are broadly classified in the categories of Personal Services, Materials and Services, and Capital Outlay.

The Board of Commissioners finds that it is necessary to define and clarify conditions under which additional approval must be obtained before making expenditures of public funds. In particular, there is a need to distinguish between general appropriation authority and the authority to make expenditures

Appropriation means the authority to expend funds as identified in and limited by the amounts adopted in the annual County budget. Local Budget Law recognizes the appropriations categories of Personal Services, Materials and Services, and Capital Outlay. Individual appropriations may include one or several types of expense of similar nature. Generally, Personal Services include labor (compensation, payroll taxes, and employee benefits), Materials and Services includes operation, maintenance and overhead expenses of delivering County services, and Capital Outlay includes purchases of assets (property, plant, and equipment).

Expenditure means the decision or commitment to purchase a particular good or service that is to be paid with public funds. Expenditures may normally be accounted for within budgeted "line item accounts" that identify the object of the expenditure. One or several "line item accounts" may be included in a single appropriation.

#### **500.4 Delegated Authority**

Directors, Administrators and Program Managers may delegate purchasing authority of up to \$5,000 to select employees under their purview. Purchases made by employees with delegated authority do not require authorization by Directors, Administrators, or Program Managers who have delegated the authority.

All employees with delegated purchasing authority must be cataloged with the Finance Department before their delegated purchasing authority takes effect. The Finance Department shall maintain a list of employees with delegated purchasing authority for each department as well as the employee's monetary purchase limit.

Directors, Administrators, or Program Managers may revoke delegated purchasing authority at any time by notifying the Finance Department. Additionally, any delegated purchasing authority an employee has shall automatically be revoked upon their cessation of employment at Umatilla County.

---

BOARD OF COMMISSIONERS BY  
DANIEL N. DORRAN, CHAIR

---

DATE ADOPTED

# Purchasing and Procurement

## 502.1 PURPOSE AND SCOPE

This policy provides guidelines for the purchasing and procurement of goods and services for the County.

## 502.2 POLICY

It is the policy of the County to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the County and maintain public trust.

Should there be any conflict with this policy and federal, state, or local laws, rules, or requirements then those laws, rules, or requirements should be followed. Nothing in this policy is meant to conflict with any protests allowed or required by the Public Contracting Code, Model Rules, Umatilla County Code of Ordinances, or any other relevant laws, rules, or requirements

### 502.2.1 DEFINITIONS

Definitions related to this policy include:

**Goods** – Any property purchased by the County, including but not limited to equipment, supplies, materials, and parts.

**Procurement** – The acquisition of goods or services.

**Services** – The furnishing of labor by a contractor that includes all work or labor performed for the County on an independent contractor basis, including but not limited to maintenance, construction and personal or professional services.

### 502.3 PROCUREMENT PROCESS

All County procurements must meet the following requirements:

Monetary Amount	Approval Requirements	Process Requirements
\$0 - \$5,000	Director approval required for purchase, unless otherwise delegated.	It is strongly encouraged Dept. get at least three competitive bids. If impractical, dept. should document attempt to obtain at least three competitive bids and/or why three bids were unable to be obtained.  The attached bid sheet (Appendix A) is required for approval.
\$5,000 - \$10,000	CFO/Liaison Commissioner approval required for purchase.	Dept. shall get at least three competitive bids. If impractical, dept. shall document attempt to obtain at least three competitive bids and/or why three bids were unable to be obtained.  The attached bid sheet (Appendix A) is required for approval.
\$10,000 - \$25,000	Board of Commissioners approval required for purchase.	Dept. shall get at least three competitive bids. If impractical, dept. shall document attempt to obtain at least three competitive bids and/or why three bids were unable to be obtained.  The attached bid sheet (Appendix A) is required for approval.
\$25,000+	Board of Commissioners approval and award required for purchase.	Contact Umatilla County Counsel. Request for proposal/Invitation to bid required or specify an exemption under law with approval of County Counsel.

### 502.4 PROHIBITION OF PROCUREMENT PARCELING/DIVISION

Any department/division head or other person may not divide a purchase into more than one transaction for the purpose of avoiding the requirements of the dollar amounts in the Procurement Process Section above (502.3).

If the Finance Department determines that a department/division head or other person has divided a purchase into more than one transaction for purposes of avoiding the dollar amounts in the Procurement Process Section, the transaction shall be denied until such time as the correct action or approval can be obtained. In addition, the liaison commissioner for the department, legal counsel will be consulted, and the department/division head or other person may be subject to discipline for violation of Umatilla County Personnel Policy 301.

## **502.5 PROCUREMENTS AMOUNTING TO OVER \$25,000 (502.3)**

**If a department is pursuing a procurement for more than \$25,000, that department should contact County Counsel.**

There are several exemptions that exist to the general procurement process stated in Section 502.3 of this policy **for purchases at or above \$25,000 only**. The titles of those exemptions are listed in Umatilla County Code of Ordinances Section 36. **County Counsel should be contacted and consulted by any department pursuing a procurement for more than \$25,000 to determine if an exemption applies to the procurement under the current law.**

## **502.6 ADDITIONAL CONTRACTING REQUIREMENTS**

If a department needs to procure the following:

- Construction Services
- Architectural Services
- Engineering Services
- Photographic Mapping Services
- Land Surveying Services
- Any Planning Services (ie. Transportation Planning Services)
- Public Improvement Contracts
- Public Works Contracts
- Services or Components related to any of the above

**The department should contact County Counsel to collaboratively complete the procurement process (regardless of dollar amount).** County Counsel will assist them in complying with the Public Contracting Code, Model Rules, Umatilla County Code of Ordinances, or any other relevant laws, rules, or requirements.

## **502.7 METHOD OF OFFER, BID, OR PROPOSAL**

All County procurements must include a written three-bid sheet (Appendix A) and other relevant documentation of competitive quote/bid amounts if over \$5,000 and under \$25,000. This written documentation should be attached to the bid sheet (Appendix A) when the quote is submitted to the CFO/Liaison Commissioner/Board of Commissioners for approval.

When obtaining competitive quotes/bids the department should have **three separate vendors**. Obtaining different items, item models, or options from the same vendor is not acceptable. If a department is unable to obtain three competitive quotes/bids, the department is required to document attempt to obtain at least three competitive bids and/or why three bids were unable to be obtained.

If a County procurement is over \$25,000, the department should reach out to Umatilla County Counsel to determine the appropriate method of procurement to best comply with the Public Contracting Code, Model Rules, Umatilla County Code of Ordinances, or any other relevant laws, rules, or requirements.

## **502.8 PROCUREMENT RESTRICTIONS**

There are several categories of purchases or procurement actions that have additional restrictions. All restrictions listed below are in addition to the other approval, process, and other requirements imposed by this policy.

They are listed below:

- 1) Any and all cell phones may only be purchased by contacting the IT Department. Additionally, any and all cell phones must be purchased and used in accordance with the process specified in the Personal Communication Devices Policy.
- 2) Any and all other Information Technology/Computer Equipment (Computers, Monitors, Laptops, Tablets, etc.) must be purchased by contacting the IT Department except for as specified below.
  - a) County Departments may purchase Monitors, Keyboards, Mice, Web Cameras, Headphones, and other peripheral computer items without contacting the IT Department if they are included in the Approved IT Purchase List. The Approved IT Purchase List will be updated yearly.
  - b) Any purchase of Information Technology/Computer Equipment by a department without contacting the IT Department is prohibited and will not be guaranteed to be supported by IT.
- 3) Any and all charge accounts with businesses may only be set up and entered into with the approval of the Finance Department. The Finance Department must be kept up to date of all approved signers on any and all charge accounts.

## **502.9 PROCUREMENT RESPONSIBILITIES**

The Finance Department will oversee purchases and procurement for the County in cooperation with County Counsel and the Board of County Commissioners. The procurement responsibilities of the Finance Department/County Counsel include but are not limited to:

- (a) Establishing proposed rules and procedures for the County's procurement process for approval by the Board of Commissioners.
- (b) Establishing proposed procedures for employee use of County payment methods (i.e., purchasing cards, checks) for approval by the Board of Commissioners.
- (c) Maintaining compliance with federal, state, and local purchasing and procurement laws, rules, and requirements.
- (d) Reviewing proposed purchases to determine the most appropriate method of procurement.
  1. If the procurement method selected is one other than competitive bidding, ensuring that there is proper documentation as to why another procurement method was selected.
- (e) Participating in all purchases made on a competitive bid process.
- (f) Assisting County employees involved with purchasing and procurement of goods or services in following purchasing laws, rules, and requirements applicable to the method of procurement.
- (g) Verifying that all contracts have been reviewed by County Counsel and approved by the Board of Commissioners.

**502.10 AUDITS**

The Finance Department will ensure that periodic reviews and an annual audit of purchasing and procurement activities are conducted to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

**502.11 RECORDS**

All records created and submitted during and related to the purchasing and procurement process should be maintained in accordance with the established records retention schedule.

---

BOARD OF COMMISSIONERS BY  
DANIEL N. DORRAN, CHAIR

---

DATE ADOPTED



# Appendix A: Three-Bid Comparison Form for Purchase

## Purchase Information

Item:

Location:

Description:

Deadline for Purchase:

Bid Submission Deadline:

## Vendor Information

Details	Bidder 1	Bidder 2	Bidder 3
Company Name			
Contact Person			
Phone Number			
Email Address			

## Bid Details

Criteria	Bidder 1	Bidder 2	Bidder 3
Total Bid Amount			
Labor Costs			
Material Costs			
Equipment Costs			
Timeline (Start-End)			
Payment Schedule			
Warranty/Guarantees			
Insurance Coverage			
Additional Notes			

## Evaluation

Lowest Bidder:

Preferred Bidder:

Reason for Selection:

If three bids unavailable,  
please explain why:

## Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_