



# BOISE COUNTY

## RESOLUTION 2014-44

### A BOISE COUNTY RESOLUTION REVISING THE BOISE COUNTY PURCHASING POLICY

**WHEREAS**, the Boise County Board of Commissioners had approved and adopted a revised Purchasing Policy during the regular meeting held October 22, 2007; and

**WHEREAS**, the Boise County Board of Commissioners has determined that further revisions to the Purchasing Policy are necessary.

**NOW THEREFORE BE IT RESOLVED**, that the Boise County Board of Commissioners hereby establish a revised Purchasing Policy, as reflected on the attached Exhibit A.

**AND BE IF FURTHER RESOLVED**, that this resolution supersedes Resolution 2008-02.

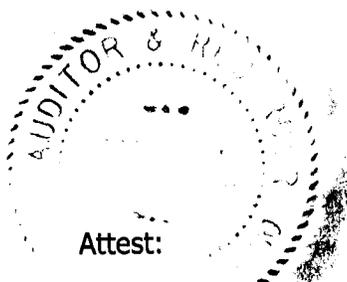
**APPROVED AND ADOPTED** this 24<sup>th</sup> day of JUNE, 2014.

#### BOISE COUNTY BOARD OF COMMISSIONERS

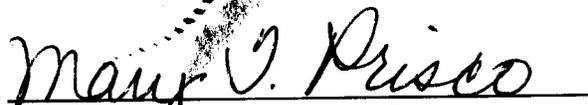
  
\_\_\_\_\_  
VICKI L. WILKINS, Chair

  
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BARBARA M. BALDING, Commissioner

  
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JAMIE A. ANDERSON, Commissioner



Attest:

  
\_\_\_\_\_  
Mary T. Prisco, Clerk to the Board

## **RESOLUTION 2014-44**

### **PURCHASING POLICY EXHIBIT A**

#### **VEHICLE REPAIR**

***Routine Repairs.*** The Board has set a policy that for vehicle repairs less than \$1,000, the repair may be moved forward by Department Head approval. Repairs greater than or equal to \$1,000, the Department Head is required to obtain three (3) quotes for the repair.

***Emergency Repairs.*** If the repair is of an emergency nature, the Elected Official/Department Head may contact a Boise County Commissioner, and request an emergency meeting to authorize an expenditure for the repair. The emergency meeting will meet the Idaho Code requirement.

#### **OTHER EXPENDITURES**

Any item with a value or cost equal to or under \$1,000, and which is covered through the appropriated budget, may be purchased by the Elected Official/Department Head without Board approval. Evidence of competition is encouraged, but not required, for all purchases less than \$1000. The Board has set a policy that three (3) quotes must be obtained for purchases of \$1000 or greater unless a more restrictive Idaho Statute applies.

The one exception is equipment related to information technology, which must be approved by the Technology Committee, if the purchase is over \$250, at their regularly scheduled meeting, prior to purchase.

#### **CAPITAL ("INVENTORY") PURCHASES**

Any capital asset (commonly known as "inventory") purchased, and with a value over \$250, must have a Boise County inventory tag assigned and placed on it. It must also be placed on the CAI Asset Management system for electronic tracking purposes.

#### **PURCHASES VALUED AT LESS THAN \$250**

By December 31<sup>st</sup> of each year, an estimated dollar amount of property valued individually at less than two hundred and fifty dollars (\$250), must be received by the Clerk's office. This estimate is required for insurance purposes, for building content coverage.