



BOISE COUNTY

RESOLUTION 2015-04

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 June 24, 2014; 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 2014-44.

APPROVED AND ADOPTED this 21st day of October, 2014.

BOISE COUNTY BOARD OF COMMISSIONERS

Handwritten signature of Vicki L. Wilkins in black ink, written over a horizontal line.

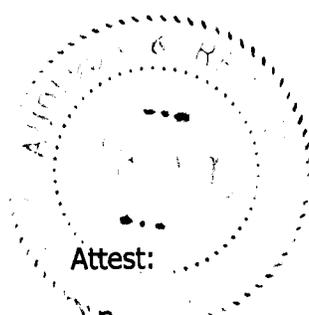
VICKI L. WILKINS, Chair

Handwritten signature of Barbara M. Balding in black ink, written over a horizontal line.

BARBARA M. BALDING, Commissioner

Handwritten signature of Jamie A. Anderson in black ink, written over a horizontal line.

JAMIE A. ANDERSON, Commissioner



Attest:

Handwritten signature of Mary T. Prisco in black ink, written over a horizontal line.

Mary T. Prisco, Clerk to the Board

**RESOLUTION 2015-04
PURCHASING POLICY**

EXHIBIT A

REPAIRS

Routine Repairs: The Board has set a policy that for 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 or their designated representative may contact a Boise County Commissioner, and request an emergency authorization for any repair that exceeds \$1,000 and must be documented, in writing, at the time of the request. The Boise County Commissioner authorizing such an emergency expense shall report said authorization at their next regular meeting and it shall be documented in the minutes of said meeting.

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 31st of each year, an inventory list of property, valued individually, at less than two hundred and fifty dollars (\$250) must be received by the Clerk's Office. A list of what is owned and its replacement value is required. This inventory has a combined monetary value that must be documented prior to the loss for purposes of recovery.