



# BOISE COUNTY

## RESOLUTION 2016-06

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

**WHEREAS**, the Boise County Board of Commissioners had approved and adopted a Purchasing Policy via Resolution #2014-44; and

**WHEREAS**, the Boise County Board of Commissioners has increased the amount of expenditure requiring prior approval of the Board, from \$1,000 to \$2,500.

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

**AND BE IF FURTHER RESOLVED**, that this resolution supersedes Resolution 2014-44.

**APPROVED and ADOPTED** in open session this 12<sup>th</sup> day of January, 2016.



#### BOISE COUNTY BOARD OF COMMISSIONERS

Handwritten signature of Alan D. Ward in black ink.

ALAN D. WARD, Chairman

Handwritten signature of Roger B. Jackson in black ink.

ROGER B. JACKSON, Commissioner

Handwritten signature of Laura L. Baker in blue ink.

LAURA L. BAKER, Commissioner

#### ATTEST:

Handwritten signature of Mary T. Prisco in blue ink.

Mary T. Prisco, Clerk to the Board

## **RESOLUTION 2016-06**

### **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 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 \$2,500, 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 \$1,000. The Board has set a policy that three (3) quotes must be obtained for purchases of \$1,000 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.