



# BOISE COUNTY

## RESOLUTION 2018-03

### 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 #2016-06; and

**WHEREAS**, the Boise County Board of Commissioners has approved and adopted a Capital Asset Management Policy, via Resolution 2017-52; and

**WHEREAS**, the Capital Asset Management Policy has established \$500 as the threshold for internal classification as inventory, within the capital asset system; and

**WHEREAS**, agreement has been reached by the Board of Boise County Commissioners and Department Heads on the changes to the Purchasing Policy.

**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 IT FURTHER RESOLVED**, that this resolution supersedes Resolution #2016-06.

**APPROVED and ADOPTED** in open session this 24<sup>th</sup> day of October, 2017.

#### BOISE COUNTY BOARD OF COMMISSIONERS

Handwritten signature of Alan D. Ward in blue ink.

**ALAN D. WARD**, Chairman

Handwritten signature of Roger B. Jackson in blue 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 2018-03**

### **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 for public noticing.

#### **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 \$2,500. The Board requires that three (3) quotes be obtained for purchases of \$2,500 or greater, unless there are circumstances where three (3) vendors are not available.

The one exception is equipment related to information technology, which must be approved by the Technology Committee, if the purchase is over \$500, at their regularly scheduled meeting, or via motion by email, prior to purchase.

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

Any capital asset (commonly known as "inventory") purchased, and with a value over \$500, must have a Boise County inventory tag assigned and placed on it, unless doing so would affect the condition or value of the asset. It must also be placed on the Asset Management system for electronic tracking purposes. See Capital Asset Management Policy Resolution 2017-52.