

RESOLUTION #2005-31

A BOISE COUNTY RESOLUTION ADOPTING A COUNTY PURCHASING POLICY

WHEREAS, the Boise County Board of Commissioners has determined that a County Purchasing Policy is necessary; and

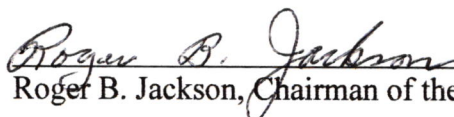
WHEREAS, the Boise County Board of Commissioners had set a County Purchasing Policy by motion during the regular meeting held April 6, 2004; and

WHEREAS, the Boise County Board of Commissioners has not changed the policy set on April 6, 2004:

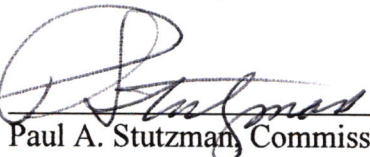
NOW, THEREFORE, BE IT RESOLVED, that the Boise County Board of Commissioners adopt the attached Exhibit "A" as the Boise County Purchasing Policy

APPROVED and ADOPTED this 11th day of July 2005.

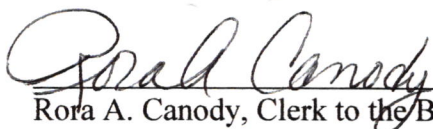
BOISE COUNTY BOARD OF COMMISSIONERS


Roger B. Jackson, Chairman of the Board


Fred H. Lawson, Commissioner


Paul A. Stutzman, Commissioner

Attest:


Rora A. Canody, Clerk to the Board



RESOLUTION #2005-31
EXHIBIT "A"

VEHICLE REPAIR:

A. Routine Repairs: The Board has set the policy that for vehicle repairs: three quotes must be obtained; if any of the quotes are over the dollar amount of \$250.00 the repair needs Board approval prior to the repair being made.

B. Emergency Repairs: However, if the repair is of an emergency nature the Elected Official/Department Head may call the Chairman, or any other Commissioner, and obtain verbal approval for the repair. The EO/DH will contact the Clerk to have the issue placed on the next Board meeting agenda for discussion and formal approval by the Board.

OFFICE SUPPLIES:

The Board addressed the purchase of office supplies and capital purchases and agreed the policy has been set that: normal business operation expenses (office supplies) that exceed \$250.00 may be made by the EO/DH, as authorized by the department budget. The Board agreed that the policy means if the cost of one item does not exceed the amount of \$250.00 it may be purchased in the number that is needed; if an office supply order (or medical supply order) exceeds the amount of \$250.00 as long as the dollar amount has been budgeted and the budget is not exceeded, the purchase may be made by the department.

CAPITAL EXPENSES: The Board policy regarding capital expense items has been set that if one item with a value or cost of over \$250.00 may be purchased after the Board has been informed that the EO/DH would like to purchase the item.

INVENTORY PURCHASES: The Board has also set the policy for Boise County inventory purposes that any non-consumable item purchased with a value over \$50.00 will have an inventory tag placed on it and be listed on the Boise County inventory for the department that has made the purchase.