



**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No. 440 **Date Issued:** October 1, 1993
Section: 400 – Purchasing Policies **Date Revised:** May 27, 2010
Accreditation Standards: CALEA 2.4.4

SUBJECT: GENERAL PURCHASING PROVISIONS

APPROVED:

A handwritten signature in black ink, appearing to be 'Scotty A. Douglass', written over a horizontal line.

Board Chairperson

1.0 Additional Quantities:

1.1 Within one (1) year of a contract or purchase order for supplies, materials or equipment by the Board of Directors, the General Manager may purchase additional quantities at the award price of the specified items, if such an option for additional quantities was approved by the Board at the time of award.

1.2 Within one (1) year of a contract or purchase order for supplies, materials or equipment by the General Manager, the General Manager may purchase additional quantities at the quoted price of the specific items, if such an option for additional quantities was included in the proposal and the cumulative amount of the contract or purchase order, after adding the additional amount purchased, does not exceed the authority of the General Manager for such a purchase (see Policy No. 410, paragraph 1.1.1).

2.0 Standardization:

2.1 The General Manager may determine, with the concurrence of the Board of Directors, that standardization of certain supplies, materials or equipment is permitted in the following situations:

2.1.1 when it is required by the health, safety or welfare of the public, the Authority's User Agencies, or the Authority's employees.

2.1.2 when significant cost savings have been demonstrated.

2.2 When standardization of supplies, materials or equipment is permitted, the specifications may limit the purchase to a single brand or trade name.

2.3 Factors that may be considered in determining to standardize upon a single brand or trade name may include, but are not limited to the following:

2.3.1 Repair and maintenance costs would be minimized.

2.3.2 User personnel training would be facilitated or reduced.

2.3.3 Supplies or spare parts would be minimized.

2.3.4 Modifications to existing equipment would be avoided.

2.3.5 Training of repair and maintenance personnel would be minimized.

2.3.6 Matching existing supplies, materials or equipment is required for proper operation of a function, program or system.

3.0 Inspection and Testing of Purchased Items:

3.1 The General Manager shall have the authority to require chemical and/or physical tests of samples submitted with proposals to determine their quality and conformance with specifications.

3.2 Within a reasonable time after delivery to and receipt by the Authority, the General Manager shall have the right to inspect and test any supplies, materials or equipment purchased in order to determine conformance with the specifications as set forth in the purchase order or contract.

3.3 Acceptance by the Authority shall not constitute a waiver of performance by the seller, in accordance with the specifications or other contract documents.

4.0 Employee Purchasing Authority:

4.1 No officer or employee of the Authority shall order or purchase supplies, materials or equipment, other than those purchased with petty cash in accordance with Policy No. 360, unless approved in advance by the General Manager.

5.0 Splitting of Purchase or Contracts:

- 5.1 No officer or employee of the Authority shall split or separate a purchase of supplies, materials or equipment for the purpose of evading the provisions of Policy Section 400.
 - 5.2 When the need has been identified for multiple items, related items, or similar items which are ordinarily available from the same vendor or manufacturer, the acquisition of such supplies, materials or equipment should normally be made as a single purchase.
- 6.0 Appropriation Balance:
- 6.1 No purchase of supplies, materials or equipment or contract or purchase order shall be executed by the General Manager or the Board of Directors unless there is an unexpended and unencumbered appropriation balance for the fiscal year which is sufficient to pay the amount required by such purchase or contract during the fiscal year.
 - 6.2 Multiple year and/or continuing contracts or purchase orders shall include provisions which specify:
 - 6.2.1 the amount of payment for each fiscal year or contract phase.
 - 6.2.2 a requirement for advance approval of certain contract phases and/or multiple year purchases that extend beyond the current fiscal year.
 - 6.2.3 the permitted ability of the Authority to terminate the contract or purchase order at the end of any fiscal year during the term of the agreement.
 - 6.3 Multiple year and/or continuing contracts shall be placed before the Board for approval at the beginning of each Fiscal Year.
- 7.0 Use of Authority issued credit cards
- 7.1 Authority issued credit cards shall be used in conjunction with Policy 390 – *Authority Issued Credit Cards (CAL-Card)*
 - 7.2 The Authority has various credit cards (commercial and CAL Card credit cards) issued to individual employees. Use of such credit cards is regulated by the requirements of this policy generally and section 4.0 of this policy specifically. Any use of such credit cards not in accordance with this policy is grounds for disciplinary action.
 - 7.3 Authority issued credit cards can be used by employees for travel expenses in accordance with policy 350 – *Travel*.