

**Unit Order: 09-005**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 09-005**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

Purchasing Guidelines

**Reference:**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish guidelines for making purchases utilizing County Funds.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

Purchases for supplies and services may only be made by members of the Unit's Operations/Purchasing Section who have completed procurement training. All purchases must be pre-approved and all approval documents completed. Prior to the placement of an order. This includes the solicitation of services such as

that of furniture design and/or inventory. All work performed must be in accordance with a valid purchase or work order. Do not allow a vendor to begin work without an order in place.

Purchases made utilizing the Unit's "services and supplies" funding must be pre-approved by the Director. The Director has not unilaterally delegated this authority to any staff member or manager. Delegated approval authority will be addressed on a case by case basis. Prior to authorizing an emergency purchase, managers must make every effort to gain approval from the Director.

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