

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.
