

	<b>PURCHASE REQUISITION AND PURCHASE ORDER</b>	<b>Approval Date</b> 01/16/13
	<b>DIVISION AND POLICY NUMBER</b> PURCHASING - 1025	<b>Revision Date</b>

**PURPOSE:**

To define the buying situations that will require a Purchase Requisition and Purchase Order and the process for each.

**ELECTED OFFICIALS/DEPARTMENTS AFFECTED:** All

**POLICY:**

The Adams County Board of County Commissioners (BOCC) requires a Purchase Requisition and Purchase Order for the purchase of all goods and services that cannot or should not be purchased with the use a Procurement Card, see [Policy #1045](#). The Purchase Order is a legal and binding contract between the vendor and Adams County for the purchase and prompt payment for goods or services.

**EXCEPTIONS:**

Purchasing Division approval is required on any use of voucher payments. Please contact the Purchasing Division with any questions regarding exceptions to this Policy.

**PROCEDURE:**

For those buying situations less than \$2,500 where a Procurement Card (P-Card) is not accepted and for all purchases greater than \$2,500 not covered by an approved exception; a Purchase Order must be issued. To obtain a Purchase Order, the Elected Official or Department Director must first prepare a Purchase Requisition to describe and authorize the purchase of items and/or services requiring the use of a Purchase Order. The Purchase Requisition also certifies to the Purchasing Division and/or the Sheriff’s Office that the requested funds are available. The following steps are typical in the Purchase Order request process:

1. The End user must complete the Purchase Requisition in JDEdwards, [..\JDE Rollout\SSReq Requestor User Manual.doc](#).
2. Purchasing or the Sheriff’s Office will convert the Purchase Requisition to a Purchase Order through JDEdwards, see [..\JDE Rollout\SSReq Buyer Manual.doc](#). Standard purchasing steps to be taken by the Elected Official or Department Director and/or Purchasing Division for purchases within their approval level (see [Policy #1010](#)) include, but may not be limited to:

- 2.1. Purchasing Division, when requested or when required, will review the request to determine if there are any existing Federal, State, and/or Cooperative Agreements in place regarding the item or service that could be used. If such Agreements are in place the Elected Official or Department Director shall be contacted to discuss the use of the Agreement.
- 2.2. Purchasing Division will contact the Elected Official or Department Director to clarify any missing information, when necessary.
- 2.3. The Elected Official or Department Director will obtain competitive bids or request Purchasing Division to do so for purchases within their approval level. Purchasing Division will initiate the Formal RFP/IFB process for purchases in excess of their approval level, see [Policy #1010](#) of the Elected Official or Department Director, see also [Policy #1060](#) and [Policy #1070](#).
- 2.4. The Elected Official or Department Director and/or Purchasing Division will contact the vendor for additional information, when necessary.
- 2.5. Purchasing Division or the Sheriff's Office will issue a Purchase Order and place the order with the vendor.
- 2.6. The Purchasing Division staff will forward a copy of the Purchase Order to the end user.
- 2.7. In all cases, incoming shipments shall be F.O.B destination. The acceptance of vendor terms other than F.O.B. destination requires the prior approval of the Purchasing Division.