
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Purchasing and Expense Authorization

POLICY NUMBER: 3045

3045.1 All purchases made for the District by staff shall be authorized by the District Manager and shall be in conformance with the approved District budget.

3045.2 As a general policy, purchases should be made from businesses within the District, when practicable. At the District Manager's discretion purchases from outside the District are permissible.

3045.3 A purchasing policy is adopted as follows:

3045.3.1 The District Manager shall act as purchasing agent and may purchase operating expenses including, but not limited to; services, supplies, materials, furnishings, and other property required by the District.

3045.3.2 The purchasing agent may, authorize any of the administrative, supervisory, or other responsible personnel to execute purchase orders, use store credit and/or store charge cards, and take delivery of routine services, supplies, materials, furnishings, and other materials which shall later be confirmed by the purchasing agent. Pesticides will be purchased as needed and such purchases shall be entirely at the discretion of the District purchasing agent.

3045.3.3 Any commitment of District funds for capital expenditures shall first be submitted to the Board of Trustees for approval or shall be in conformance with prior Board action and/or authorization.

3045.3.3.1 Capital Outlay items costing more than \$5,000.00 must be specifically approved by the Board and the procedure to be followed in making the purchases will be determined by the Board for each transaction.

3045.3.3.2 If an urgent need arises for items of Capital Outlay, not anticipated in the Budget, the purchasing agent may, purchase the required items subject to the following conditions:

a. Total cost of all such Capital Outlay purchases shall not exceed \$15,000.00 for each purchase.

b. All such purchases shall be subject to subsequent review by the Board of Trustees.

3045.3.4 Subject to the consideration of suitability, effectiveness, and efficiency or operation, the purchasing agent shall diligently seek to secure the best possible financial advantage for the District on all purchases.