

**ADAMS COUNTY
FINANCE PURCHASING AND ACCOUNTS PAYABLE
POLICY AND PROCEDURE MANUAL**

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**ADAMS COUNTY
FISCAL AFFAIRS/EXPENDITURES
POLICY AND PROCEDURE MANUAL
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PURPOSE:

This manual is intended to provide policies, procedures and guidelines necessary to direct the purchasing activities of Adams County Government. This manual is also designed to help each Elected Official/Department Director to be aware of their fiscal responsibilities and aid them in spending County funds using modern business and accounting practices. These Policies and Procedures are an extension of the Adams County Budget Process, Policies and Procedures.

The policies have been designed to:

1. Comply with the State of Colorado, Colorado Revised Statute sections 30-11-103 and 109. Statutes are available from 6th floor - County Attorney.
2. Provide the facilities for free and full competition in the purchasing program for Adams County and, at the same time, assure all departments of quality products, reasonably prompt delivery at the best possible prices.
3. Provide a modern comprehensive, decentralized purchasing program encompassing accepted principles and practices.
4. Provide a uniform procedure for the procurement of material, equipment, supplies and services.

Federally Funded Projects

Federally funded projects shall be handled within the laws, rules and regulations as promulgated by the United States Government.

Sherman Anti-Trust Act

Adams County Government and its elected Board of County Commissioners shall be governed by the Sherman Anti-Trust Act in its purchasing practices, except in that the Sherman Anti-Trust Act shall not be applicable wherein and whereas the project is under the direction of the State of Colorado.

AMENDMENTS

These policies shall be in effect until amended, as needed, by the Board of County Commissioners. The Finance Department will circulate proposed amendments to all Elected Officials and Department Directors for review and comments. All such comments must be submitted in writing to the Finance Department within ten calendar days of the date of circulation. If written comments are not received within this time period, concurrence with the amendment is assumed.

FINANCE MISSION STATEMENT

As a Team our mission is to provide the highest quality Customer Service, to meet and exceed their expectations by utilizing the most efficient and effective methods.

We strive to continuously improve ourselves, our practices and procedures.

We will positively contribute, influence and represent Adams County Government.

The Accounts Payable Division is responsible for coordinating:

- Accounts Payables through the JD Edwards World and One World financial software packages.
- Accounts Payables through the use of the Adams County Procurement Card systems.
- Voucher and Procurement Card scanning into PC Docs for online retrieval.

Your primary contacts in Accounts Payable are:

- Ms. Debra Markley, Accounts Payable Technician: Phone: 720-523-6051 Fax: 720-523-6053 E-mail: dmarkley@adcogov.org
- Ms. Renee Petersen: Phone: 720-523-6043 Fax: 720-523-6058 E-Mail: rpetersen@adcogov.org

The Purchasing Division is responsible for coordinating:

- Request For Proposal (RFPs) for goods and services over \$25,000.
- Invitations For Bids (IFBs) for goods and services valued between \$2,500 and \$25,000.
- Contract administration / origination / disputes.
- Research regarding State, Local, and Federal purchasing agreements the County may use to purchase goods and services.
- Equipment / services / vendor standardization.
- Purchase Order functions through the JD Edwards One World financial software package.
- Disposal of County Assets once they have exceeded their useful life.

Your primary contacts in Purchasing are:

- Ms. Elizabeth (Liz) Estrada, CCPB, Purchasing Agent II: Phone: 720-523-6052 Fax: 720-523-6058 E-mail: lestrada@adcogov.org
- Ms. Jennifer Tierney, Purchasing Agent: Phone: 720-523-6049 Fax: 720-523-6058 E-mail: jtierney@adcogov.org

Administrative Assistants

- Ms. Erin Markley: Phone: 720-523-6050 Fax: 720-523-6058 E-mail: emarkely@adcogov.org

For any issue regarding Accounts Payable/Purchasing you may contact:

- Mr. Loren B. Imhoff, Purchasing Manager: Phone: 720-523-6057 Fax: 720-523-6058 E-mail: limhoff@adcogov.org

PURPOSE:

To assure that all Finance staff understands their duties and responsibilities to our customers and how we will conduct business in the name of Adams County we have adopted the Universal Public Purchasing Certification Council code of ethics.

UNIVERSAL PUBLIC PURCHASING CERTIFICATION COUNCIL CODE OF ETHICS:

I will seek or accept a position of employment only when fully in accord with the professional principles applicable thereto, and when confident of possessing the qualifications to serve under those principles to the advantage of my employer.

I believe in the dignity and worth of the services rendered by my employment and the societal responsibilities assumed as a trusted public servant.

I shall be governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of my employer and the public served.

I believe that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and intolerable.

I will identify and eliminate participation of any individual in operational situations where a conflict of interest may be involved.

I believe that individuals that possess UPPCC certification should at no time or under any circumstances accept directly or indirectly, gifts, gratuities or other things of value from suppliers, which might influence or appear to influence purchasing decisions.

I will keep my governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.

I will handle all personnel matters on a merit basis. Politics, religion, ethnicity, gender and age carry no weight in personnel administration in the agency being directed or served.

I shall not seek or dispense personal favors that are in conflict with my profession. I will handle each administrative problem objectively and empathetically without discrimination.

I subscribe to and support the professional aims and objectives of the Universal Public Purchasing Certification Council.

I will conform with the Adams County Conflict of Interest Policy.

Definition:

Purchasing Authorization Levels are predetermined by the Adams County Board of Commissioners detailing at what level and to what extent competitive bidding must occur in order to procure commodities and services.

Each purchase must be budgeted for and identified in an appropriate and approved account before a bid is issued or funds expended.

Policy:

The Adams County Board of Commissioners has set the following approval levels for the procurement of commodities and services:

- \$.01 to \$ 5,000.00 Elected Official, Department Director and/or their designee’s approval.

- \$ 5,000.01 to \$25,000.00 Informal Bids are required (see Policy and Procedure #1050 of this manual). Award requires the approval of the Elected Official or Department Director and subject to procedural review by the Purchasing Manager.

- \$25,000.01 and up Formal Invitation For Bids (see Policy and Procedure #1060 of this manual) or Formal Request For Proposal (see Policy and Procedure #1070 of this manual). Award requires the approval of the Elected Official, Department Director, the County Administrator and final approval by the Adams County Board of County Commissioners.

- Highway Contracts All projects for work on county highways, including both labor and materials, in the amount of five thousand dollars or more shall be advertised in a county newspaper in accordance with the procedures set forth in Section 1060. At the conclusion of the bid process, the Board of County Commissioners shall let the contract to the lowest responsible bidder, while reserving the right to reject any bids proffered. This requirement is not applicable if in the judgment of the Board of County Commissioners such advertisement and letting would be detrimental to the immediate preservation of the public peace, health, and safety of Adams County citizens. Highway project workers that are residents of Adams County may be given preference

Water and Sewer Projects All projects requiring bids or specifications for the construction or maintenance of water and sewer facilities under C.R.S. §30-20-401 et seq. shall be advertised and let to the lowest responsible bidder in accordance with Section 1060 or 1070 of these Policies and Procedures. The Board of County Commissioners shall have the right to reject all such bids.

Stationery The County shall advertise at least once in the county's official newspaper under the heading of "stationery proposals", asking for bids for the supplying, for one year, of all books, stationery, records, printing, lithographing, and such other supplies, specifically mentioning and describing them, as are furnished to the several officers of the county. Such advertisement may be made at any time during the year, but shall not be made less than twenty nor more than forty days prior to the opening of the bids.

Note: Only the Adams County Board of County Commissioners or its designee has the authority to sign contracts in excess of \$10,000.

Elected Officials and Department Directors have been delegated authority to enter into contracts for amounts up to \$10,000 subject to the restrictions set forth in Board of County Commissioners Resolution dated March 28, 2007. Such contracts must first be approved as to form by the Adams County Attorney's Office. For contracts in the amount of \$25,000 and up, the County Attorney's Office must also review and confirm that the contract was bid and awarded in accordance with these Policies and Procedure.

Standard Procurement Card:

Standard Limits \$2,500 per transaction and \$10,000 per month. Elected Officials and Department Directors may adjust these limits according to departmental needs. (See Policy and Procedure #1045)

Exceptions to the Policy:

Unless otherwise required by law or these Policies and Procedures, the Adams County Board of Commissioners does not require a Formal or Informal proposal under anyone of the following circumstances:

- When the item(s) or service has been formally awarded to a vendor by the State of Colorado, Multiple Assembly of Procurement Officials (MAPO), Western States Cooperative Alliance (WSCA), or other cooperative purchasing group and the product meets the needs of the County.

- The item or service should be sole sourced when the product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the County.
- Emergency purchases where the well being of the citizens, employees or County property maybe endangered if the purchase is delayed.
- Vehicle Purchases: The Adams County Public Works Fleet Division may enter into direct negotiations with vendors for the purchase of County vehicles. The final purchase of any vehicle must be approved by the County Administrator or the Board of County Commissioners.

In all cases where an exception to the Formal and/or Informal bid proposal policy is utilized and where the purchase is greater than \$25,000 the Adams County Administrator and/or his designee must approve the purchase.

Emergencies and Disasters:

In the event of a declared emergency or disaster, natural or otherwise, these Purchasing Policies and Procedures will be suspended, and the Finance Department will contact the appropriate financial institution(s) to remove purchasing card limitations and restrictions to enable County employees to make expenditures necessary to respond to the emergency or disaster.

Definitions:

- **Purchase Order Requisition** is a document used to describe and authorize the purchase of items and/or services by a department requiring the use of a Purchase Order. The Purchase Order Requisition certifies to Finance that the requested funds are available.
- **A Purchase Order** is a legal and binding contract between the Vendor and Adams County for the purchase and prompt payment of good or services.
- **Packing Slip** is a document that states what has been shipped by the vendor to the County. This document is used to verify what is received and is not to be used as payment authorization.
- **Invoice** is the document issued by the vendor after the delivery of the goods or services from which the County pays the vendor. The invoice, packing slip and purchase order should match regarding the quantity and pricing prior to payment.

Policy:

The Adams County Board of Commissioners require a Purchase Order for the purchase of all goods and services that can not or should not be purchased with the use a Procurement Card (see policy 1045).

Exceptions: Items that may be paid for with an approved invoice only include but may not be limited to:

Building Rent	Utilities	Insurance	Professional Dues
Education and Training	Contract Services	Waste Disposal	Answering Services
Equipment Leases	Software Support	Employee Recruitment	Collection Agency Fees
Billing Services	Security Services	Laundry Services	Service Contracts
Taxes	Storage Space Rental	Subscriptions	

Please contact the Finance Department with any questions regarding exceptions to this policy.

Procedure:

1. The requesting department must complete the Purchase Order Request Form (see attached). The following information is required before a purchase order can be created:
 - 1.1. Department Name

- 1.2. Department Account Code, object code, and sub ledger code when appropriate
- 1.3. Vendor Name (if known)
- 1.4. Vendor Contact (if known)
- 1.5. Item description
- 1.6. Vendor Item Number (if known)
- 1.7. Vendor Phone/Fax/Address (if known)
- 1.8. Unit of purchase (each, box, case, etc.)
- 1.9. Item Unit Cost (if know)
- 1.10. Quantity of Items Needed
- 1.11. Delivery Location
- 1.12. Departmental Contact
- 1.13. Required Delivery Date
- 1.14. Authorizing Signature (this signature must be on file in the Accounts Payable office. See Policy 2020)
2. The Department must forward the Request Form to the Finance office who shall:
 - 2.1. Review the request to determine if there are any existing Federal/State/or Cooperative agreements in place regarding the item or service that could be utilized. If such agreements are in place the department shall be contacted to discuss the use of the agreement.
 - 2.2. Contact the department to clarify any missing information where necessary.
 - 2.3. Obtain competitive bids where necessary.
 - 2.4. Contact the Vendor for additional information and communicate that information to the department when necessary.
 - 2.5. Initiate the Formal RFP (see policy 1070) process or Formal IFB (see policy 1060) process if needed.
 - 2.6. Issue a Purchase Order and place the order with the Vendor. Copies of the Purchase Order shall then be forwarded to the Vendor, Accounts Payable and the requesting department.
3. Upon receipt of the shipment from vendor the department must verify the quantities received with the packing slip and compare them with the Purchase Order.
4. Upon receipt of the invoice the department must verify the quantities and pricing, match the packing slip and purchase order before approving the invoice for payment.
 - 4.1. If there are discrepancies the Finance Department must be contacted.
 - 4.2. If there are no discrepancies the invoice must be authorized for payment and a voucher created and submitted to Accounts Payable (see Policy 2020).
 - 4.3. Payments to the vendor must be completed within the time frame stated on the purchase order (usually net 30 days from receipt of the shipment).

ADAMS COUNTY PURCHASE ORDER REQUISITION

Vendor:			Department:				Purchase Order Number to be Supplied by Finance				
Vendor Address:			Bill To Address:				P.O. #				
Vendor Contact: Phone: Fax:			Ship To Address:				This order number must appear on all packages, invoices, shipping papers, etc.				
Payment terms:		All Shipments F.O.B. Destination (unless otherwise Specified)		Ship Via:		Confirmed With:		Order Date:		Required Delivery Date:	Date Received:
Line No.	Order Quantity	Unit	Catalog Description Item Number Manufacture Number	Unit Price	Total Cost	Fund Code	Dept. Code	Object Code	Sub Code		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
PURCHASE ORDER TOTAL											

Requestor: _____ **Date:** _____

Department Approval: _____ **Date:** _____

Definition: A Standing/Blanket Purchase Order is placed with one vendor for the delivery of goods and/or services covering a specified time, and/or dollar limit, and/or a specified number of units to be delivered over time.

Policy: The Adams County Board of Commissioners has approved the use of Standing Purchase Orders on a limited basis, the Finance Department to issue Standing Purchase Orders on an as needed basis.

The use of the Procurement Cards (see Policy #1045) is the preferred method of making these types of purchases.

Standing/Blanket Purchase Orders can be used to:

- Purchase repetitive, specified services or items, or categories of items from the same vendor over a period of no more than one year, or on a monthly basis.
- Order standard materials or maintenance supplies, which require numerous shipments and may enable the County to obtain more favorable pricing through volume commitments.

Standing/Blanket Purchase Orders should not be used when no benefit will be derived over and above the use of a regular purchase order or use of the Procurement Card. A Standing/Blanket Purchase Order shall NOT be issued if prices are unknown at the time the purchase order is issued, or if pricing is subject to change without prior notice.

A Standing/Blanket Purchase Order is prepared using the purchase order request form (see Policy 1020) and shall include the following additional information:

- The time period to be covered (not to exceed one year).
- A cancellation clause.
- Items and/or categories of the items included.
- Personnel authorized to issue order releases.

Annually all Standing/Blanket Purchase Orders are reviewed and re-issued for another defined time period. All Standing Purchase Orders shall have a January review and re-issuance date.

Adams County Finance Policy and Procedure 1040	Small Dollar Purchases Using Purchase Orders
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Definition:

A Small Dollar Purchase (SDP) is defined as any purchase of goods or services that costs between \$.01 and \$2,500.

Policy:

The Adams County Board of Commissioners has given Elected Officials, Department Heads and their designees the authority to make SDP, within their established budgets up to \$2,500. The preferred method of making these purchases will be with the use of Adams County Procurement Cards (please see P&P #1045 of this manual).

When a Vendor does not accept the procurement card the Department must obtain a Purchase Order from the Expenditures Department (see policy 1020)

Exceptions to the Policy: Items that may be paid for with an approved invoice only include but may not be limited to:

Building Rent	Utilities	Insurance	Professional Dues	Education/Training
Contract Services	Waste Disposal	Answering Services	Equipment Leases	Software Support
Employee Recruitment	Collection Agency Fees	Billing Services	Security Services	Laundry Services
Service Contracts	Taxes	Storage Space Rental	Subscriptions	

Please contact the Finance Department with any questions regarding exceptions to this policy.

Procedure to obtain a Purchase Order:

1. The requesting department must complete the Purchase Order Request Form (see attached). The following information is required before a purchase order can be created:
 - 1.1. Department Name
 - 1.2. Department Account Code, object code, and sub ledger code when appropriate
 - 1.3. Vendor Name (if known)
 - 1.4. Vendor Contact (if known)
 - 1.5. Item description
 - 1.6. Vendor Item Number (if known)
 - 1.7. Vendor Phone/Fax/Address (if known)
 - 1.8. Unit of purchase (each, box, case, etc.)
 - 1.9. Item Unit Cost (if know)
 - 1.10. Quantity of Items Needed

- 1.11. Delivery Location
 - 1.12. Departmental Contact
 - 1.13. Required Delivery Date
 - 1.14. Authorizing Signature (this signature must be on file in the Accounts Payable office. See Policy 2020)
2. The Department must forward the Request Form to the Finance office who shall:
 - 2.1. Review the request to determine if there are any existing Federal/State/or Cooperative agreements in place regarding the item or service that could be utilized. If such agreements are in place the department shall be contacted to discuss the use of the agreement.
 - 2.2. Contact the department to clarify any missing information where necessary.
 - 2.3. Obtain competitive bids where necessary.
 - 2.4. Contact the Vendor for additional information and communicate that information to the department when necessary.
 - 2.5. Initiate the Formal RFP (see policy 1070) process or Formal IFB (see policy 1060) process if needed.
 - 2.6. Issue a Purchase Order and place the order with the Vendor. Copies of the Purchase Order shall then be forwarded to the Vendor, Accounts Payable and the requesting department.
 3. Upon receipt of the shipment from vendor the department must verify the quantities received with the packing slip and compare them with the Purchase Order.
 4. Upon receipt of the invoice the department must verify the quantities and pricing, match the packing slip and purchase order before approving the invoice for payment.
 - 4.1. If there are discrepancies the Finance Department must be contacted.
 - 4.2. If there are no discrepancies the invoice must be authorized for payment and a voucher created and submitted to Accounts Payable (see Policy 2020).
 - 4.3. Payments to the vendor must be completed within the time frame stated on the purchase order (usually net 30 days from receipt of the shipment).

ADAMS COUNTY PURCHASE ORDER REQUISITION

Vendor:			Department:				Purchase Order Number to be Supplied by Finance				
Vendor Address:			Bill To Address:				P.O. #				
Vendor Contact: Phone: Fax:			Ship To Address:				This order number must appear on all packages, invoices, shipping papers, etc.				
Payment terms:		All Shipments F.O.B. Destination (unless otherwise Specified)		Ship Via:		Confirmed With:		Order Date:		Required Delivery Date:	Date Received:
Line No.	Order Quantity	Unit	Catalog Description Item Number Manufacture Number	Unit Price	Total Cost	Fund Code	Dept. Code	Object Code	Sub Code		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
PURCHASE ORDER TOTAL											

Requestor: _____ **Date:** _____

Department Approval: _____ **Date:** _____

**ADAMS COUNTY
PROCUREMENT CARD
INTRODUCTION**

The purpose of the Procurement Card Program is to streamline and simplify the requisitioning, purchasing and payment process for small dollar transactions. The program is designed to shorten the approval process and reduce the paperwork of procurement procedures such as purchase order, petty cash, check requests and expense reimbursements. The goal of the program is to:

- Assure appropriate internal controls
- Reduce the cost of processing small dollar purchases
- Receive faster delivery of required merchandise
- Simplify the payment process

The attached Policy and Procedure includes:

- Procedure for record keeping
- Reconciliation of statements
- Customer service information
- Limitations and restrictions on card usage

It is vital that you review the attached document, as you will be responsible for adhering to the County's Policy and Procedures. If you have any questions regarding this Policy please contact Finance at 720-523-6050.

POLICY:

It is Adams County Government policy to provide procurement cards to all employees who regularly purchase small dollar items in the course of their work. **These cards are to be used for County business only.** Any employee found to be using the procurement card for personal use is subject to disciplinary action up to and including dismissal. Failure to comply with the procedures outlined in this document shall result in the cancellation of card privileges.

PROCEDURE:

1. The Elected Official or Department Director is responsible for:

- 1.1. Determining which of their employees shall be issued procurement cards and reviewing the Card Holder Application (see Appendix I) for accuracy.
- 1.2. Determining the purchase limits assigned to each employee including:
 - 1.2.1. Single Transaction Limits.
 - 1.2.2. Monthly Transaction Limits.
- 1.3. Approving the monthly reconciliation of each employee's account. The Elected Official, Department Director and or their designee must forwarding the reconciled statement and all receipts to the Procurement Card Administrator with in five working days of receipt of the statement.
- 1.4. The Elected Official or Department Director shall complete one procurement card form for each employee detailing the information in section 1. of this policy and submit the form to the Procurement Card Administrator located in the office of Adams County Finance.
- 1.5. Any change to the dollar limits for an employee must be submitted using the Account Maintenance Form (see Appendix II) by the Elected Official or Department Director in writing to the Procurement Card Administrator. The change shall be reviewed and require the approval of the Director of Finance, or Purchasing Manager or their designee.
 - 1.5.1. The Procurement Card Administrator shall arrange for the procurement card to be issued by the bank in the name of the employee. The Card(s) will arrive within three weeks of submitting the form.

2. The card holding employee is responsible for:

- 2.1. Prior to using the Procurement Card, the employee must attend the training session that is conducted by the Finance Department.
- 2.2. Upon receipt of the card, the employee must sign the card and call JPMorgan Chase at 1-866-602-8170 to register and activate the card.

- 2.3. Assuring that the tax-exempt number is given to all vendors and assuring that the County is not charged sales taxes. The tax-exempt number is stated on all procurement cards.
- 2.4. When making purchases over the phone, by fax, or over secured inter net lines, the employee must request a receipt and insist that no invoice be sent. The issuance of an invoice may cause a double payment of the purchase.
- 2.5. Keeping all receipts generated by their purchases in order to reconcile the purchases to the monthly statements.
- 2.6. Reconciling the monthly statement with the receipts and submitting the statement and receipts to the Elected Official, Department Director or their designee for approval. The Manager is responsible for assuring that the approved reconciled statement and receipts are delivered to the Procurement Card Administrator within five (5) working days of receipt of the statement.
- 2.7. The IRS and the County requires that whenever meals are purchased with county funds the following information must be provided on the receipt (see policy 1120)
 - 2.7.1. The name(s) of the person(s) participating in the business meal
 - 2.7.2. The nature of the business meeting.
 - 2.7.3. The date of the meeting
 - 2.7.4. The location of the meeting
- 2.8. When using the Procurement Card for classes or training attach a copy of the registration form to the statement.
- 2.9. When using the Procurement Card for travel attach a copy of the hotel bill (if an overnight stay is involved) to the statement along with a copy of any information detailing the purpose of the trip (see policy 1120).
- 2.10. Finance shall pay a central invoice covering all of Adams County procurement card transactions monthly. Default accounts have been set up within your department where each transaction will be automatically charged. Once your reconciliation is received in Finance you will have the capability of moving transactions to non-default accounts.
- 2.11. Verifying that all transactions on the statement were made by the employee and on behalf of the County.
- 2.12. The employee is responsible for contacting the vendor regarding any disputed charges. All disputed charges must be reported to the Procurement Card Administrator using the Purchase Card Dispute Form found on the JPMorgan Chase website.
- 2.13. Should the card be lost, stolen or if unauthorized charges appear on the monthly statement, the employee must contact JPMorgan Chase as soon as possible at 1-800-316-6056. The employee must

then notify the Elected Official or Department Director and the Procurement Card Administrator. A new card will be issued within 2 business days.

3. Statement Review

- 3.1. On a random basis the Finance Department shall review the purchases made by employees with the Procurement Card to assure that all purchases made were appropriate, within established limits, and that the product(s) were delivered to and used by the County.
- 3.2. In the event that an review reveals the inappropriate use of a Procurement Card the employee's Supervisor, Manager, Director and County Administrator shall be notified and the employee may lose the privilege of using the Procurement Card. The employee may also face disciplinary action up to and including termination.
- 3.3. The employee shall be held responsible for any transaction that is not documented by receipt or any transaction not made in the interest of the County. It is recommended that employees document each purchase on a daily basis.

4. Authorized Purchase Examples include but are not limited to:

- Lumber and Hardware for a County project
- Disposable office supplies
- Books and Subscriptions
- Day Timers and Calendars
- Minor Equipment/Tools
- Printing and Duplication Services
- Postage
- All travel transactions made with the Procurement Card must be noted on the statement by placing "TE" next to the transaction. The Travel and Business Expense Policy (policy 1120) provides guidelines for travel and entertainment expenses for County Employees.

5. Purchases where the use of the Procurement Card may not be the best choice:

- 5.1. In many cases there are co-operative purchasing contracts where significant discounts are obtained by Adams County Finance. Some examples include but are not limited to:
 - Major Computer Hardware
 - Central Processing Units
 - Monitors
 - Cabling
 - File Servers
 - Major Computer Software
 - Windows
 - Microsoft Office

- Major Office Furniture
 - Desks
 - Chairs
 - Partitioned Office Walls

When in doubt call Adams County Finance at 720-523-6050.

5.2. Unauthorized Purchases Utilizing the Purchase Card include:

- Any purchase of goods or services where there is a contractual obligation or potential liability to the County.
- Capital Equipment
- Gasoline for County Vehicles – Whenever possible fuel should be purchased using the current contracted fuel provider (please contact Finance or Fleet Management for additional information on this program).
- The Procurement Card may be used to purchase gasoline or other fuels when the employee may not reasonably get to a station operated or contracted with the current contracted fuel supplier.

6. Purchasing Limits

- 6.1. Purchasing limits are set by the employee’s supervisor, manager, or director. Dollar limits are set for individual transactions and for monthly total transactions at the time the card is issued.
- 6.2. Should an employee find that the set limits are too low the Elected Official or Department Director may request a higher limit by submitting an Account Maintenance Form (see Appendix II) to the Purchasing Manager.
- 6.3. Any request for monthly limits more than \$10,000 requires approval by the Director of Finance or the County Administrator.

7. Preferred Vendor List

- 7.1. The Procurement Card system provides a convenient method of supporting local Adams County businesses. It is expected that you will patronize Adams County vendors when conducting your field purchases whenever reasonable availability, quality and value can be obtained.
- 7.2. Included in Appendix III is a listing of the State Commodity and Service Agreements, which the County can utilize. For additional information regarding these contracts and vendors contact Adams County Finance at 720-523-6050.

8. Returning Purchased Items

- 8.1. When it is necessary to return an item to a vendor the employee is to request that a credit be issued to the Procurement Card Account. The employee is never to accept cash or a store credit when returning an item.



Appendix I

Purchasing Card Application

Cardholder Information:

1. Cardholder Name: _____ 2. Social Security Number: _____
(As it should appear on the card) (last four digits ONLY)

Birth Date: MM/DD/YY _____

3. Department: _____ 4. Cost Center: _____

Please type or print legibly:

5. Cardholder E-mail Address _____

6. Cardholder Job Title _____ 7. Cardholder Mail Courier Code _____

8. Approving Dept Head, Manager, or Supervisor _____

9. Cardholder Work Phone No. _____ 10. Cardholder Fax No. _____

STANDARD – TRANSACTION LIMITS

11. Single Transaction Limit (may not exceed \$2,500) \$2,500

12. Monthly Dollar Limit \$10,000

OPTIONAL – TRANSACTION LIMITS

13. (See Program Administrator)

X _____
14. **Cardholder Signature** **Date**

X _____
15. **Elected Official or Department Director Signature** **Date**

X _____
16. **Procurement Card Administrator** **Date**

Appendix II



Account Maintenance Form

Cardholder Information:

Cardholder Name: _____
 Cardholder Account Number: 5 4 0 5 - _ _ _ _ - _ _ _ _ - _ _ _ _

Please indicate requested change(s):

- Account Closure/Cancellation (effective immediately)
- Change control restriction as follows:
 - Increase/Decrease Monthly Limit from \$_____ to \$_____
 - Increase/Decrease Single Transaction Limit from \$_____ to \$_____
- Add control restriction options:
 - Daily Dollar Limit \$_____
 - Daily Number of Transactions Allowed _____
 - Monthly Number of Transactions Allowed _____
- Change Cardholder name to: _____
(Maximum 20 characters to be embossed on card)
- Change Cost Center to: _____
- Change Reporting Unit from _____ to _____.
- Issue card replacement to due to:
 - lost card stolen card not received
 - embossing error damaged other _____
- Other _____

X _____		X _____	
Cardholder Signature	Date	Elected Official or Department Director Signature	Date
X _____		X _____	
Procurement Card Administrator	Date	Director of Fiscal Affairs Signature	Date

APPENDIX III

State of Colorado Commodity and Service Agreements

CENTRALIZED/COOPERATIVE AGREEMENTS FOR PRODUCTS AND SERVICES

A key responsibility of the purchasing department is to develop and manage programs, services and resources as efficiently and effectively as possible and communicate the results of these efforts to the taxpaying public. There are many goods and services that Adams County has consolidated or standardized to maximize savings. These may be either Adams County negotiated agreement,

State of Colorado Agreements, or Multiple Assembly of Procurement Officials (MAPO) cooperative agreements. We encourage our employees to purchase through these agreements when ever possible. Listed below is an overview of the contracts that are most likely used throughout the County. For additional information on how to purchase these products or services, contact the purchasing office. Information on the extended list of agreements and commodities will be provided upon request.

COMPUTERS

- ◆ Hardware - Cooperative State Agreement - *requires MIS approval*
- ◆ Software - Cooperative State Agreement - *requires MIS approval*
- ◆ Service - Cooperative State Agreement - *requires MIS approval*
- ◆ Training - Adams County Agreement - *requires MIS approval*
- ◆ Printer paper, toner and ribbons - Cooperative State Agreement

CUSTODIAL SUPPLIES - Cooperative State Agreement

DUMPSTER SERVICE/LANDFILL - Adams County Contract

FERTILIZER AND HERBICIDES - Cooperative MAPO Agreement

FURNITURE - State Agreement

OFFICE EQUIPMENT

- ◆ Fax Machines (including tone) - State Agreement
- ◆ Copiers (including service & toner) - State Agreement

OFFICE SUPPLIES - State Agreement (other than emergency or incidental requirements)

PAPER - State Agreements

SHIRTS AND UNIFORM GARMENTS - State and County Agreements

SPRINKLER PARTS - Cooperative MAPO contract

TEMPORARY EMPLOYEE SERVICES - State and County Agreement

TOOLS, HAND/POWER - Cooperative State/MAPO Agreement (excludes low dollar or "ones and twos")

VEHICLES

- ◆ Cars and trucks - State and County Agreements
- ◆ Heavy equipment - State and County Agreements
- ◆ Heavy mowing equipment - State and Cooperative MAPO Agreements

W. W. GRAINGER - Cooperation MAPO Agreement

WATER TREATMENT CHEMICALS - Cooperative MAPO Agreement

State Agreements maybe reviewed by accessing the following web site:

<http://www.gssa.state.co.us/PriceAwd.nsf/Published+Agreements+by+Category+for+Web?OpenView&Start=1&Count=200&Collapse=80#80>

There are many more projects that we have assisted you with in the past that are not listed. Products and services relate to special projects, construction, professional services or any other large acquisitions will continue to be organized and processed through the Purchasing Department and **are not** appropriate for the use of Procurement Cards. If you have any questions regarding this list or the use of your Procurement Card, please call the purchasing office at (720) 523-6050.

Thank you for your cooperation.

POLICY:

The Adams County, Board of County Commissioners (BOCC) has given the Purchasing Division of Finance the authority to award Purchase Orders, Generate Contracts, or to utilize the Procurement Card System to make purchase on the county's behalf for purchases in accordance with the limits set forth in Policies #1045 and 1010.

PURPOSE / AUTHORITY:

Informal Bids are required by the BOCC to assure that the county receives fair and equitable pricing through competitive bidding by at least three vendors. Informal Bids must be obtained for all commodities and services in accordance with the limits set forth in Policies # 1010 and 1045.

EXCEPTIONS TO THE POLICY:

Unless otherwise required by law or these Policies and Procedures, the BOCC does not require Formal or Informal proposals under any one of the following circumstances:

- When the item(s) or service has been formally awarded to a vendor by the State of Colorado, Multiple Assembly of Procurement Officials (MAPO), or other cooperative purchasing group recognized by the Purchasing Division and the product meets the needs of the County.
- The item or service should be sole sourced when the product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the County (see Policy 1080).
- Emergency purchases where the well being of the citizens, employees or county property may be endangered if the purchase is delayed (see policy 1010).

SCOPE: This policy applies to all spending agencies.

PROCEDURE:

1. The requesting spending agency is to complete a Purchase Requisition (see policy # 1020). and forward it to Purchasing Manager.
2. The Purchasing Manager may assign one of the staff to assist the requesting spending agency to:
 - 2.1. Review the request and determine if there are any State or Local contracts for the commodity or service requested.
 - 2.2. Obtain at least three competitive bids from different vendors by:

- 2.2.1. Fax quotation or
 - 2.2.2. Phone quotation or
 - 2.2.3. E-mail quotation or
 - 2.2.4. Mail quotation
 - 2.3. Review the quotation results with the requesting spending agency.
 - 2.4. Determine which vendor shall be awarded the bid in conjunction with the requesting spending agency.
3. Finance Staff shall obtain and/or verify pricing, shipping terms, expected delivery date(s), and payment terms and conditions.
 - 3.1. Verify coding information and signature authorization from the requesting spending agency.
 - 3.1.1. Should there be any abnormalities in the information obtained above Purchasing shall contact the requesting spending agency before placing the order to discuss the issues and possible alternatives.
 - 3.2. The Purchasing Agent shall place the order using the Procurement Card System (see Policy and Procedure #1045), or produce a Purchase Order, or Generate a Contract and a Purchase Order between the vendor and the County whichever is more appropriate.
 - 3.3. Place the order with the vendor.
 - 3.3.1. Forward hard copy of the Order Document to the vendor and the requesting spending agency.
 - 3.4. The Purchasing Division of Finance shall help to expedite any order that is not delivered on time.
4. Upon receipt of the order the requesting spending agency shall:
 - 4.1. Verify the quantity, quality, and condition of the shipment.
 - 4.1.1. Any discrepancies in the shipment shall be reported to the Purchasing Division of Finance for follow up with the vendor.
 - 4.2. Approve the payment of the invoice using the Remote Voucher Entry System or verify receipt of the shipment if the spending agency is connected to the current automated purchasing system.
5. Accounts Payable shall then review the voucher or receiving document for accuracy comparing it to the invoice and/or Purchase Order.
 - 5.1. Discrepancies in these documents shall be referred back to the requesting spending agency and the Purchasing Staff.
 - 5.2. When all the documents are reconciled, Accounts Payable shall issue a check to the vendor.

POLICY:

The BOCC require, a Formal IFB for all items and/or annual services to be purchased by the County in accordance with policy 1010 or as otherwise provided in this policy and / or by State or Federal Law.

The BOCC shall not be bound to select the supplier submitting the lowest dollar bid, and retains the right to make its selection after consideration of any other factors it deems appropriate to the proposed purchase; the BOCC may also reject all bids.

Prices being equal and, if the quality and service of the bidders are equal, the BOCC may determine the award according to the following criteria but not limited to: business location within the boundaries of Adams County, past business history with Adams County Government, and businesses located within Colorado. The foregoing listing is not to be interpreted as a progression preference manner of awarding tie bids, but as a guideline to be used in the awarding of tie bids.

PURPOSE / AUTHORITY:

It is BOCC and the Purchasing Division of Finance's goal to maximize free and fair competition between vendors while assuring the best possible product or service at the best price for those products and services purchased by the County.

DEFINITION:

A formal Invitation For Bids (IFB) is used when the specifications of the item can be well defined as to specific performance and/or design. Examples of items where an IFB would be used include Vehicles, Copiers, Fuel, Concrete, Sand, Herbicides, etc.

SCOPE: This policy applies to all county spending agencies.

EXCEPTIONS TO THE POLICY:

Unless otherwise prohibited by State or Federal law or these Policies and Procedures, the BOCC may authorize an exemption from this policy under the following circumstances:

- When the item(s) or service has been formally awarded to a vendor by the State of Colorado, Multiple Assembly Of Purchasing Officers, or other cooperative purchasing group and the product meets the needs of the County.
- The item or service may be sole sourced when the product is of a unique nature, or allows for standardization with existing equipment and shall provide exceptional value to the County.

- Emergency purchases where the well being of the citizens, employees or County property may be endangered if the purchase is delayed.
- Where the County currently has a contract in place with a vendor for like products or services. Utilization of this exception requires the approval of the Elected Official or Department Director, the Purchasing Manager, the County Attorney and the County Administrator.

The County Administrator must approve any exception purchase in amounts as outlined in policy 1010.

Procedure:

1. The requesting Department is to contact the Purchasing Manager in writing stating the nature of the IFB.
2. The Purchasing Manager shall assign one of the staff to assist the requesting Department to:
 - 2.1. Aid in the development and review of the specifications for the IFB.
 - 2.2. Develop the advertisement for the newspaper or publication
 - 2.3. Determine if a Bid Bond is required
 - 2.4. Determine if a Performance and Material Payment Bond is Required
 - 2.5. Develop the Bidders List
 - 2.6. Distribute the IFB
 - 2.7. Evaluate the responses
 - 2.8. Award to the winner a Purchase Order, Contract or Agreement as required
3. Once the IFB document is completed the requesting Elected Official or Department Director or their designee must approve the completed document before it can be sent out to the vendors.
4. Bid Package Preparation and Distribution--the Purchasing Staff shall:
 - 4.1. Place the advertisement in the paper or publication designated by the BOCC and may be advertised as needed in one or more of the following:
 - 4.1.1. Daily Journal
 - 4.1.2. Rocky Mountain News
 - 4.1.3. Denver Post
 - 4.1.4. Other
 - 4.2. Prepare the bid packets including
 - 4.2.1. The Invitation For Bids
 - 4.2.2. Specification and Plans
 - 4.2.3. Special Provisions
 - 4.2.4. Insurance Attachment
 - 4.2.5. Time Date and Location of Pre Bid Meetings if required
 - 4.2.6. Time and Date when questions must be submitted in writing to be included in any addendum if a Pre Bid Meeting is not required.
 - 4.2.7. Bid Closing Date and Time

- 4.3. Mail the bid packets out to the suggested vendors and the vendors currently in the Rocky Mountain E-Purchasing System database or a notification letter to the vendor if they are required to pick up the package.
5. Pre Bid Meeting – the Finance Staff shall:
 - 5.1. Attend all Pre Bid Meetings to record the attendees
 - 5.2. Note any issues which require explanation
 - 5.3. Develop and distribute to all the vendors any addendum to the bid document
6. Bid opening – the Finance Staff shall assure:
 - 6.1. Acceptance of all sealed bids up to the time of bid opening noting the time and date the bid was delivered on the outside of the sealed package. No bids shall be opened prior to the time and date specified in the IFB
 - 6.2. All bids submitted after the time stipulated in the IFB shall not be opened and shall be returned to the vendor with a letter stating that the bid was submitted late and shall not be considered.
 - 6.3. All bids shall be opened in a public setting by the Finance Staff stating the vendor’s name and the price submitted for the item or service.
 - 6.4. A second Finance Staff member shall be present to record and witness the opening of all the bids on a bid tally sheet.
 - 6.5. The copies of the bid tally sheet shall be made available to all the parties attending the opening upon request.
 - 6.6. The bid tally sheet and copies of all the bids shall be forwarded to the requesting Department for their review and written recommendation. The recommendation is to be sent to Purchasing for processing through the BOCC (BOCC).
 - 6.7. The Purchasing Staff may be involved in the review process and shall review the recommendation to assure the award is given to the Lowest, Responsive, and Responsible vendor.
7. Processing the recommendation through the BOCC – The Purchasing staff shall:
 - 7.1. Prepare the package to be presented to the BOCC including:
 - 7.1.1. The resolution
 - 7.1.2. Bid tally sheet
 - 7.1.3. Supportive documentation when needed
 - 7.2. Arrange for the package to be placed on the BOCC agenda for public hearing as soon as possible
 - 7.3. Provide eleven (11) copies of the bid package to the BOCC Executive Recording Secretary for distribution.
 - 7.4. E-mail a copy of the resolution to the BOCC Executive Recording Secretary.
 - 7.5. Inform the requesting Department of the time and date when the BOCC shall review the recommendation in public hearing.
8. Contract Administration – The Purchasing Department shall
 - 8.1. Prepare the Contract or Agreement and forward it to the County Attorney for preliminary review
 - 8.2. After editing the document per the direction of the County Attorney four (4) copies are sent to the vendor for signature. One copy is to be kept by the vendor and three (3) signed copies are to be returned to Purchasing with any bonds that are required.

- 8.3. The signed agreements are sent to the County Attorney for final approval as to form and returned to Finance.
 - 8.4. Purchasing shall forward three copies of the agreement to the BOCC Executive Recording Secretary for final signature by the Chairman of the BOCC. One copy is retained by the BOCC and two copies are returned to Finance.
 - 8.5. Purchasing shall send one fully executed agreement to the Vendor along with a purchase order and retain one copy for Finance's files.
- 9. Bid Close – The Purchasing Staff shall:**
- 9.1. Send a letter of denial and a copy of the bid tally sheet to all the vendors who submitted a bid.
 - 9.2. Enter the agreement into the Finance database if the contract is to be evaluated and possibly renewed in the future or if it will need to be re-bid in the future.
- 10. Follow Up with the requesting Department**
- 10.1. Within six months Purchasing shall follow up with the requesting Department to find out if the vendor is complying with the terms of the agreement in a satisfactory manner.
 - 10.2. If there are problems with the Vendor's performance Purchasing shall seek corrective action from the Vendor including documenting all problems in a letter to be sent to the vendor copying the County Attorney.
 - 10.3. If there is no resolution to the problem the issue shall be referred to the County Attorney for legal action.

Definition:

A formal Request For Proposal (RFP) is used when the desired outcome is well defined and the County is asking for the Vendor to develop a solution to a specific project, or provide a final product that will meet the needs of the County. It is also used when the County is more concerned with the quality of the service or product than the cost.

Policy:

The Adams County Board of Commissioners requires, a formal RFP for all items and/or annual services to be purchased by the county in accordance with the limits set in Policy #1010.

The Commissioners shall not be bound to select the supplier submitting the lowest dollar bid, and retain the right to make its selection after consideration of any other factors it deems appropriate to the proposed purchase; the Board of County Commissioners may also reject all bids.

Prices being equal and, if the quality and service of the bidders are equal, the Board of County Commissioners may determine the award as follows: business location within the boundaries of Adams County, past business history with Adams County Government, and businesses located within Colorado. The foregoing listing is not to be interpreted as a progression preference manner of awarding tie bids, but as a guideline to be used in the awarding of tie bids.

Exceptions to the Policy:

Unless otherwise prohibited by State or Federal law or these Policies and Procedures the Adams County Board of Commissioners does not require a formal proposal under any one of the following circumstances:

- When the item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the County.
- The item or service may be sole sourced when the product or service is of a unique nature, or allows for standardization with existing equipment and shall provide exceptional value to the County.
- Emergency purchases where the well being of the citizens, employees or County property may be endangered if the purchase is delayed.

- Where the County currently has a contract in place with a vendor for like products or services. Utilization of this exception requires the approval of the Elected Official or Department Director, the Purchasing Manager, the County Attorney and the County Administrator.

Procedure:

1. The requesting Department is to contact the Purchasing Manager in writing stating the nature of the RFP.
2. The Purchasing Manager shall assign one of the staff to assist the requesting Department to:
 - 2.1. Aid in the development and review of the specifications for the RFP
 - 2.2. Develop the advertisement for the newspaper or publication
 - 2.3. Determine if a Proposal Bond is required
 - 2.4. Determine if a Performance and Material Payment Bond is Required
 - 2.5. Develop the Vendors List
 - 2.6. Distribute the IFB
 - 2.7. Evaluate the responses
 - 2.8. Award to the winner a Purchase Order, Contract or Agreement as required
3. Once the RFP document is completed the requesting Elected Official or Department Director or their designee must sign off on the completed document before it can be sent out to the Vendors.
4. Proposal Package Preparation and Distribution--the Finance Staff shall:
 - 4.1. Place the advertisement in the paper or publication
 - 4.1.1. Local paper
 - 4.1.2. Daily Journal
 - 4.1.3. Rocky Mountain News
 - 4.1.4. Denver Post
 - 4.1.5. Other
 - 4.2. Prepare the proposal packets including
 - 4.2.1. The Request For Proposals
 - 4.2.2. The Scope of Work that details the County's situation and the desired final out come.
 - 4.2.3. Special Provisions
 - 4.2.4. Insurance Attachment
 - 4.2.5. Time Date and Location of Pre RFP Meetings if required
 - 4.2.6. Time and Date when questions must be submitted in writing to be included in any addendum if a Pre Proposal Meeting is not required.
 - 4.2.7. Closing Date and Time for when responses must be delivered to the County.
 - 4.3. Mail the proposal packets out to the Vendors or a notification letter to the Vendor if they are required to pick up the package.
5. Pre Proposal Meeting – the Finance Staff shall:
 - 5.1. Attend all Pre Proposal Meetings to record the attendees
 - 5.2. Note any issues which require explanation
 - 5.3. Develop and distribute to all Vendors any addendum to the proposal document

6. RFP opening – the Finance Staff shall assure:
 - 6.1. Acceptance of all sealed proposals up to the time of proposal opening noting the time and date the proposal was delivered on the out side of the sealed package. No proposals shall be opened prior to the time and date specified in the RFP
 - 6.2. All proposals submitted after the time stipulated in the RFP shall not be opened and shall be returned to the sender with a letter stating that the proposal was submitted late and shall not be considered.
 - 6.3. All proposals shall be opened in a public setting with the Finance Staff stating the **Vendor’s name only**. A second Finance Staff member shall be present to record and witness the opening of all the proposals on a proposal tally sheet.
 - 6.4. The names of submitting vendors shall be made available to all the parties attending the opening and the names of submitting vendors shall be mailed to all the parties who submitted proposals within three working days.
 - 6.5. The proposal tally sheet and copies of all the proposals shall be forwarded to the requesting Department for their review and written recommendation. The recommendation is to be sent Expenditures for processing through the Board of County Commissioners (BOCC).
 - 6.6. The Finance Staff may be involved in the review process and shall review the recommendation to assure the award is given to the Vendor providing the best solution at the best price.
7. Processing the recommendation through the BOCC – The Finance staff shall:
 - 7.1. Prepare the package to be presented to the BOCC including:
 - 7.1.1. The resolution
 - 7.1.2. Proposal tally sheet
 - 7.1.3. Supportive documentation when needed
 - 7.2. Arrange for the package to be placed on the BOCC agenda for public hearing as soon as possible
 - 7.3. Provide eleven (11) copies of the proposal package to the BOCC Administrative Assistant for distribution.
 - 7.4. E-mail a copy of the resolution to the BOCC Administrative Assistant.
 - 7.5. Inform the requesting Department of the time and date when the BOCC shall review the recommendation in public hearing.
8. Contract Administration if needed – The Finance Department shall
 - 8.1. Prepare the Contract or Agreement and forward it to the County Attorney for preliminary review
 - 8.2. After editing the document per the direction of the County Attorney four (4) copies are sent to the Vendor for signature. One copy is to be kept by the Vendor and three (3) signed copies are to be returned to Finance with any bonds that are required.
 - 8.3. The signed agreements are sent to the County Attorney for final approval as to form and returned to Finance.
 - 8.4. Finance shall forward three copies to the BOCC Administrative Assistant for final signature by the Chairman of the BOCC. One copy is retained by the BOCC and two copies are returned to Finance.

- 8.5. Finance sends one fully executed agreement to the Vendor along with a purchase order and retains one copy of the contract for Finance's files.
9. Proposal Close – The Finance Staff shall:
 - 9.1. Send a letter of denial and a copy of the proposal tally sheet to all the Vendors that were not selected, but submitted a proposals.
 - 9.2. Enter the agreement into the Finance database if the contract is to be evaluated and possibly renewed in the future.
10. Follow Up with the requesting Department
 - 10.1. Within six months Finance shall follow up with the requesting Department to find out if the Vendor is complying with the terms of the agreement in a satisfactory manner.
 - 10.2. If there are problems with the Vendor's performance Finance shall seek corrective action from the Vendor including documenting all problems in a letter to be sent to the vendor copying the County Attorney.
 - 10.3. If there is no resolution to the problem the issue shall be referred to the County Attorney for legal action.

PURPOSE:

This policy applies to all Bids and Request for Proposals that involve Federal Funds. To assure all submitting vendors for Federal Funds have the right and ability to protest the award of any contract or awarded bid by the County to another vendor based on the protesting vendor's view that the award was not fair or restrained open competition.

EXCEPTIONS:

A vendor may not protest when the County has exercised its right to sole source a product or service as stated in policy 1080.

PROCEDURE:

1. Protest submittal
 - 1.1. The protesting vendor must submit their protest in writing to the Adams County Administrator or his designee within two (2) working days of the awarded contract by the Adams County Board of County Commissioners.
 - 1.2. The protest must include the reason for the protest and explanation of how the award was unfair or restrained competition.
2. The County Administrator shall upon receipt of the protest take action to suspend any work and or cancel any purchase order(s) currently in place related to the bid or RFP.
3. The County Administrator and or his designee shall form a committee to evaluate the protest to include but not limited to:
 - 3.1. The Director of Finance/IT or their designee
 - 3.2. The Purchasing Manager or their designee
 - 3.3. The Elected Official or Department Director and or their designees related to the bid.
 - 3.4. The County Attorney and or their designee
4. The committee shall meet within three (3) working days to evaluate:
 - 4.1. The nature of the protest
 - 4.2. The Request For Proposal or Bid documents and all addenda related to the Bid or RFP
 - 4.3. The responses to the Bid or RFP
 - 4.4. The evaluation criteria of the evaluation committee

- 4.5. The evaluations prepared by each member of the evaluation committee
 - 4.6. The conclusion(s) of the evaluation committee.
5. The committee shall make a recommendation to the Adams County Board of County Commissioners only after a full and complete evaluation of the items in section four (4) above. The Board may then:
- 5.1. Reject the protest and proceed with the original awarded vendor,
 - 5.2. Accept the protest and cancel the RFP or Bid and require Purchasing to reissue the Bid or RFP; or,
 - 5.3. Require additional study of the protest using whatever resources are necessary to assure the award is made to the most responsive and responsible vendor.

The decision of the Adams County Board of County Commissioners shall be final and no further protest shall be considered.

Definition:

To Sole Source a commodity or service is to identify one vendor or manufacturer as the only viable entity to purchase the commodity or service from. This process bypasses the bidding requirements as outlined in the Policy and Procedures #1050, 1060, and 1070 of this manual.

Policy:

The Adams County Board of Commissioners may authorize an exemption from policies 1060 and 1070 under the following circumstances:

- When the item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the County.
- The item or service may be sole sourced when the product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the County.
- Emergency purchases where the well being of the citizens, employees or County property may be endangered if the purchase is delayed.
- Where the County currently has a contract in place with a vendor for like products or services. Utilization of this exception requires the approval of the Elected Official, Department Director, the County Attorney or the County Administrator.

Procedure:

1. The Department must provide written justification to the Adams County Expenditures Department for review.
 - 1.1. The Purchasing Manager or his/her designee shall review the justification and work with the requesting Department to assure that a sole source is in the best interest of the County and does not violate the policies and procedures that have been adopted by the County.
 - 1.2. Once the sole source justification has been completed the Finance representative shall forward the document to the County Administrator who may choose to present the request to the Board of County Commissioners for review and approval or denial.
 - 1.3. Upon approval the issue may be required to appear on the Agenda for Public Hearing or placed on the Consent Calendar.
 - 1.4. Once approved Finance shall expedite the purchase.

2. In the event of a declared Disaster / Emergency this policy shall be suspended and policy 1015 shall replace these procedures.

RECEIVING

The receiving function is critical in the Purchasing process. The careful and timely inspection of incoming shipments, by the receiving department, can identify miss shipments and short shipments at the time of receipt. The effective communication of these problems can save both time and money for the County

Receiving Procedures

1. Inspect the shipment for damage, and verify the number of pieces delivered, prior to signing the shipping companies delivery slip.
2. On the packing slip list the date the order was received
3. List the quantity of items received if different from the stated quantity and highlight the line with the discrepancy.
4. The person receiving the shipment must sign the packing slip and forward it to the person responsible for authorizing payment.

Back Order Follow Up

Vendors are not able to maintain a 100% fill rate on a consistent basis (97% is very good, 94-96% good) any company who consistently has fill rates below 94% may not have the resources to serve the County. Because of this the receiving employee needs to maintain accurate records as to what was received and when.

When a backorder does occur the person receiving the shipments must inform the Purchasing Agent so steps can be taken to determine when the order will be filled. The Purchasing Agent needs to contact the ordering department to find out if the product should be obtained from another vendor to assure the smooth flow of work in the department.

Policy: It is the Policy of Adams County that all items purchased on the behalf of the County include freight terms and conditions in order to protect the County's interests.

Freight Terms / F.O.B Definitions

Every purchase involves a transfer of title of merchandise from seller to buyer, assuming the seller has title to begin with. When and where the transfer of title takes place is important because of possible legal complications over damage, and or lost merchandise.

Freight On Board (F.O.B.) is a term universally used in buying /selling transactions involving the shipment of goods. While there is more to F.O.B. than just freight charges, many experienced purchasing agents still assume that the term indicates only that the vendor or purchaser is responsible for transportation charges. The choice of F.O.B. will depend on a number of factors such as customs, nature of items, the amount of money involved, buyer sophistication in analyzing transportation costs, etc. The following information should offer a guide to the meaning of various F.O.B. terms.

Terms of Sale: F.O.B. Destination – Freight prepaid and added to the invoice. This is the most advantageous set of terms for Adams County.

- Seller – Pays freight charges and adds the cost to the invoice
- Seller – Bears the freight charges
- Seller – Owns the goods in transit
- Seller – Files freight claims if any

Terms of Sale: F.O.B. Destination – Freight prepaid and included in the cost of the item(s).

- Seller – Pays freight charges
- Seller – Bears the freight charges
- Seller – Owns the goods in transit
- Seller – Files claims if any

Terms of Sale: F.O.B. Destination – Freight Collect and allowed.

- Buyer – Pays Freight charges
- Seller – Bears freight charges
- Seller – Owns the goods in transit
- Seller – Files claims if any

Freight Collect and Allowed is not recommended as there is a lack of control over charges and if an over billing should occur the question of reimbursement arises.

Terms of Sale: F.O.B. Origin – Freight collected (do not accept these terms if at all possible)

Buyer – Pays freight charges
Buyer – Bears freight charges
Buyer – Owns the goods in transit
Buyer – Files claims if any

Always try to have the Seller own the goods during transit.

Terms of Sale: F.O.B. Origin – Freight prepaid (do not accept these terms if at all possible)

Seller – Pays freight charges
Seller – Bears freight charges
Buyer – Owns the goods in transit
Buyer – Files claims if any

Always try to have the Seller own the goods during transit.

Terms of Sale: F.O.B. Destination – Freight collect

Buyer – Pays freight charges
Buyer – Bears freight charges
Seller – Owns the goods in transit
Seller – Files claims if any

Filing Freight Claims

If for some reason the County has accepted terms where the County owns the goods in transit and there is a loss or damage to the shipment a claim must be filed with the carrier.

A carrier will not pay a claim for lost or damaged shipment, unless the claim is filed in writing. The claim must be filed in writing within specified time limits and as otherwise may be required by law. The minimum documentation required to file the claim include:

- The bill of lading from the carrier.
- Identification of the item(s) damaged or lost in transit as identified by the packing slip.
- The value of the item(s) damaged or lost in transit as identified by an invoice from the seller.
- A description of the damage, loss or missing items.
- A written demand for payment to cover the loss.

The carrier has 30 days to acknowledge the receipt of the claim and shall issue a claimant identification number to the County. The carrier then has 120 days to investigate the claim and shall respond by one of the following:

- Pay the claim as submitted
- Refuse to pay the claim stating the carrier's reasons for non-payment at which point litigation or arbitration proceedings may begin.
- The carrier may make a firm compromise offer which the County may accept or reject in favor of litigation or arbitration.

Reporting Concealed Damage

When damage to contents of a shipping container is discovered after the delivery is made a request for investigation by the receiving party must be made to the carrier's representative. The request can be made by phone but must be followed up in a written format. This request must be made within 15 days of delivery and the receiving party must make a reasonable case that the damage did not occur after the delivery **therefore it is critical that all shipments be inspected as soon as possible after delivery.**

The carrier is required to respond to the request for inspection within 5 working days and will examine the container, check the contents for items, weight, inspect the damage and conduct any other types of investigations necessary to establish that a loss has occurred. The County must cooperate with the carrier in all phases of the investigation. The carrier shall provide a written report indicating its findings within 10 working days. If the carrier does not make an inspection the County must record as much information as possible and submit its findings to the carrier as a part of the claim.

In all cases Purchasing shall aid the department in filling out any Freight Claims.

Salvage Retention

It is the responsibility of the receiving party to hold any damaged shipments until the claim is resolved. If the carrier pays the claim it has 30 days to claim the damaged shipment and dispose of the product as it sees fit. Should the carrier decide not to pick up the shipment the receiving party may dispose of it as they see fit.

Note: It is a good rule to follow and it is recommended that any claim in excess of \$100, be sent to the carrier by U.S. Mail with Return Receipt required. This immediately shows a sign of resolve and knowledge on your part as you are documenting the time frames in regard to the carrier's response time.

Policy:

The Adams County Board of Commissioners has established the policy that whenever an item or piece of equipment is no longer needed by the original purchasing department, the Finance Department is charged with the disposition of the asset. Any funds received from the disposition of assets are to be deposited into the County General Fund.

Definitions:

Assets are defined as any item or piece of equipment with an original purchase price of \$2,500 or more, and a useful life more than one year.

Exceptions to the Policy:

- Any funds obtained from the sale of automobiles sold at auction are to remain in the Fleet Department's Budget.
- Sale of assets purchased with grant funds shall be returned to the grant budget.

Procedure:

1. When the original Purchasing Department no longer needs an asset, the Elected Official or Department Director is to contact the Purchasing Manager in writing using the Capital Asset Transfer / Disposal Form attached to this policy.
2. The Purchasing Manager shall use his/her best effort to find another Office or Department who could use the asset and arrange for the asset to be transported to the department that can use the asset.
 - 2.1. The transfer of assets between Departments within the County requires that the involved Departments complete the Capital Asset Transfer Form and return it to the Purchasing Manager. The Transfer Form should be signed by the responsible Elected Official or Director of each involved Department.
 - 2.2. If the asset can not be used by another department the Purchasing Manager may sell the asset to another non profit entity or a third party provided the party does not work for or have relatives working for the County.
3. In the event that no other department can use the asset and the asset can not be sold the Purchasing Manager with the aid of the Elected Official or Department Director shall determine and assign an estimated salvage value to the asset.
 - 3.1. If the asset's estimated value exceeds the cost of transportation to an auction house plus the auction houses estimated commission for selling the asset, the Purchasing Manager shall arrange for the item to be transported to the auction house for public sale.
 - 3.2. If the asset's estimated value will not cover the expense of transportation and auction house fees the Purchasing Manager and the Elected Official or Department Director may dispose of the asset in accordance with all Federal,

State and Local laws. Any expense for the disposal of the asset shall be born by the Department.

4. Loss, Theft, or Destruction: The loss, destruction, or theft of an asset requires that Finance Manager be notified and the following information be disclosed:
 - 4.1. When was the asset discovered lost, destroyed or stolen?
 - 4.2. Was a police report filed? If so, a copy of the report should be forwarded to the Purchasing Manager.
 - 4.3. What Office or Department was the asset assigned to?
 - 4.4. When was the loss, destruction, or theft brought to the attention of management?
 - 4.5. The Purchasing Manager will inform General Accounting and the Director of Finance/IT any loss, theft, or destruction of an asset before the asset can be disposed in the County's capital asset system.



Asset Disposal:

Date _____ (circle one) 1st 2nd 3rd request Location/building address _____

Department contact _____ Phone# _____

REASONS FOR DISPOSAL KEY	METHODS OF DISPOSAL KEY
RT = RETIRED OBSOLETE	OS = OUTRIGHT SALE
ID = DAMAGED / DESTROYED	AU = AUCTION
PO = PARTED OUT / DISMANTLED	TI = TRADE IN
1X = STOLEN	SP = SCRAP / DESTROY
UL = UN-LOCATED	CC = CONTRIBUTION
	1X = THEFT
	UL = UN-LOCATED

ASSET TAG # IF ANY	ASSET DESCRIPTION	REASON FOR DISPOSAL (SEE KEY)	METHOD OF DISPOSAL (SEE KEY)	EST. VALUE AT TIME OF DISPOSAL	DATE OF DISPOSAL

Signature of Director or Elected Official _____

Purchasing Manager Approval _____

PURPOSE:

To establish guidelines relating to the accounting, control, reporting, and reimbursement of travel expenses incurred by Adams County employees while doing business for the County.

1. DEFINITIONS:

- 1.1. **Reimbursable Expenses** are those expenses that are incurred by employees and Elected Officials of the County while conducting necessary business on behalf of the County outside of their normal work environment. These expenses must be reasonable and documented in accordance with this policy.
- 1.2. **Local Travel Expenses** shall be those incurred while conducting the County's business in Adams, Arapahoe, Boulder, Douglas, Jefferson, Broomfield, Larimer, Weld, and Denver Counties.
- 1.3. **Per Diem Expenses** include normal daily living expenses including meals, tips, non-alcoholic beverages and other incidental expenses, excluding transportation and lodging. Per Diem expenses are based on the IRS guidelines which can be accessed state by state on the World Wide Web at:
 - 1.3.1.1. <http://www.irs.gov/pub/irs-pdf/p1542.pdf>
 - 1.3.1.2. All Per Diem Expenses are to be based on the Maximum Rate Per Diem Rate found in table 4.
- 1.4. **Travel Advances** can be obtained for Per Diem Expenses only, and only with the employee's, Elected Officials, Departmental Director's or their designee's written approval. Whenever possible Per Diem Advances should be submitted ten days in advance of the travel date.
- 1.5. **Non Reimbursable Expenses** include; Personal Gifts; Travel Insurance; Non-Business entertainment; Personal Expenses (laundry, clothing, books, spas etc.), Movie Rental or Theater Tickets; Excessive Personal Long Distant Phone Calls (One personal phone call per day is allowable and reimbursable); Any Unreasonable Expense as Defined by the Employee's Supervisor.
- 1.6. **Out of Pocket Cash or Incidental Expenses** of \$25.00 or less shall be reimbursed to the employee provided there is sufficient documentation attached to the expense report and the expense is approved by the Elected Official or Department Director.
- 1.7. **Out of Pocket Cash or Incidental Expenses** over \$25.00 must be documented by a receipt.

2. Mileage, Rental Cars and Other Ground Transportation

- 2.1. **Reimbursement for Personal Car Mileage** is based on the standard established by the Internal Revenue Service.
- 2.1.1. It is the responsibility of the Elected Official or Department Director to obtain proof that any employee required to use a motor vehicle in their work, and that the employee have a valid drivers license and proof of adequate insurance before being allowed to drive anywhere on the County's business.
 - 2.1.2. Employee's must fill out the Mileage Reimbursement Sheet, obtain their Elected Official or Department Director's approval signature and submit the sheet to Accounts Payable in order to receive payment for their mileage. See attached form. An Excel Spreadsheet is available in the Microsoft Outlook Public Folder under Finance Forms, which can be downloaded to aid with the appropriate calculations.
 - 2.1.3. Mileage Reimbursement Sheets must be submitted for payment at least quarterly or more frequently as required by the Elected Official or Department Director.
 - 2.1.4. A portion of the automobile expense reimbursement is to cover the cost of personal automobile insurance. Reimbursement for mileage shall not be authorized by Finance without proof of adequate liability insurance. The minimum insurance required shall be based on the State of Colorado requirements and reviewed and adjusted annually by the Risk Manager.
 - 2.1.5. Mileage from an employee's home to his/her work location in conjunction with a business trip is not reimbursable. For Example: an employee drives his personal car from home to his County office, and then drives to the airport. The miles from his home to the office are not reimbursable however; the miles from the office to the airport are reimbursable. If the employee had driven directly to the airport from home the entire mileage for the trip would be reimbursable.
 - 2.1.6. Elected Official and Employees may utilize rental cars for non-local travel if such vehicles are necessary for attendance at scheduled conferences or meetings and shall be reimbursed at cost. Employees shall obtain approval for rental cars prior to renting the vehicle.
 - 2.1.7. Taxi fares for non-local travel required for attendance at scheduled conferences shall be reimbursed at cost.
- 2.2. Automobiles supplied by the County to Regular Employees and Key Employees are based on Internal Revenue Services regulation 15B Employee Tax Guide to Fringe Benefits.
- 2.2.1. <http://www.irs.gov/pub/irs-pdf/p15b.pdf>
 - 2.2.2. Regular employees will be governed by the Commuting Rule Mileage provision.

2.2.3. Key Employees will be governed by the Lease Value provision.

3. Local Business Meals

- 3.1. **Approval:** County employees must obtain verbal approval from their Elected Official or Department Director prior to any meal expense incurred within Adams, Arapahoe, Boulder, Douglas, Jefferson, Broomfield, Weld, Larimer and Denver Counties.
- 3.2. **IRS And County Requirements:** The IRS and the County requires that whenever meals are purchased with County funds the following information must be provided on the receipt.

- 3.2.1. The name(s) of the person(s) participating in the business meal
- 3.2.2. The nature of the business meeting.
- 3.2.3. The date of the meeting
- 3.2.4. The location of the meeting
- 3.2.5. An itemized receipt for each meal is required

4. Meals When Traveling Outside of Adams, Arapahoe, Douglas, Boulder, Jefferson, Broomfield, Weld, Larimer and Denver Counties.

- 4.1. **The IRS and the County requires** that whenever meals are purchased with County funds the following information must be provided on the receipt.
- 4.1.1. The name of the conference or reason for the business trip
 - 4.1.2. The nature of the business meeting or conference.
 - 4.1.3. The date of the meeting or conference
 - 4.1.4. The location of the meeting or conference
 - 4.1.5. An itemized receipt for each meal is required
- 4.2. **Reimbursement of meal expenses** shall be either the actual cost of the meal including tip or at the per diem rate. Under the per diem method the employee does not need to submit documentary evidence other than a properly completed expense report.

5. Travel Advances:

- 5.1. **The only allowable travel advance** shall be the per diem rate for meals and incidentals related to, travel out of the local area.

6. Lodging

- 6.1. **Lodging shall be reimbursed at actual rates.** Receipts for lodging must be attached to the expense report. It is preferred that the employee, utilize his/her Procurement Card (see Policy 1045) for these expenses.

- 6.2. **When using the Procurement Card for travel**, attach a copy of the hotel bill to the statement.
- 6.3. **Reimbursement for lodging** shall be limited to single occupancy rates unless a room is shared by two or more county employees. Any additional cost for a spouse or children of an employee shall not be reimbursed unless the expense has been pre-approved by the Elected Official or Department Director.

7. Airfare

- 7.1. **Airfare shall be reimbursed at actual rates.** Receipts for airfare must be attached to the expense report. It is preferred that the employee utilize his Procurement Card (see Policy 1045) for these expenses.
- 7.2. **Reimbursement for airfare shall be at the lowest coach fare** available and employees should plan as far in advance as possible to take advantage of discount fares.
- 7.3. **If an Elected Official or County employee elects to travel by automobile** rather than by air, reimbursement shall be limited to that mode of transportation, which incurs the lowest cost to the County. Any Elected Official or county employee electing to utilize the more expensive mode of travel shall be responsible for payment of the excess amount. Except for Elected Officials, employees electing to travel by automobile during the regular work week shall be charged with accrued vacation, accrued sick leave, or leave without pay for that time spent enroute in excess of one travel day each way. Elected Officials and Department Directors can use their discretion in applying the rules of this paragraph.

8. Expense Reports

- 8.1. **Expense Reports provide an accounting of reimbursable expenses including travel**, conference/meeting meals, and incidental expenses. If all expenses are placed on an Adams County Procurement Card (see Policy 1045) there is no need to fill out an expense report.
- 8.2. **Personal expenses co-mingled with business expenses** on vendor invoices or credit card receipts must be included on the expense report and then deducted from any reimbursement. When this occurs, the calculation to differentiate between business and personal expense must be reasonable and clearly documented on the expense report.
- 8.3. **Expense reports shall be submitted to the Finance** department for payment at least quarterly or more frequently as required by the Elected Official or Department Director.
- 8.4. **The Department Director or Elected Official must review expense reports for accuracy**, thoroughness, and reasonableness, prior to submittal for payment. When

necessary, the determination of the reasonableness of a submitted expense shall be made by the County Administrator, County Attorney, or the appropriate Elected Official.

- 9. Finance shall issue a check for reimbursable expenses** to the employee or Elected Official upon receiving the approved expense report/mileage sheet during the next regularly scheduled check run. Manual checks shall not be issued for these expenses.

- 10. Expense and Mileage Forms in an Excel format can be found at the Adams County Intranet Web Site under Forms and Publications.**

ADAMS COUNTY MILEAGE REIMBURSEMENT SHEET						Voucher Number:		
Employee Name:				Social Security #:			Vendor Number:	
Address:				Work Phone #:			Home Phone #:	
FUND#	ACCT.#	OBJECT CODE	SUB LEDGER AND TYPE #		A COPY OF CURRENT PROOF OF INSURANCE MUST ACCOMPANY THIS PAYEMENT REQUEST			
1		3611						
Date	Odometer Beginning	Odometer Ending	Total Miles	Parking/ Tolls	Destination and Business Purpose			
			0.0					
			0.0					
			0.0					
			0.0					
			0.0					
			0.0					
			0.0					
			0.0					
			0.0					
			0.0					
			0.0					
TOTAL MILES			0.0	REIMBURSEMENT PER MILE	\$0.360	MILEAGE REIMBUREMENT	\$0.00	Date Received in AP
PARKING / TOLLS TOTAL							\$0.00	
TOTAL REIMBURSMENT TO EMPLOYEE							\$0.00	
Employee Signature / Date:				Department Head Approval / Date:				

POLICY:

1. It is the policy of the Board of County Commissioners (BOCC) that all Adams County vehicles be maintained in a prudent manner to demonstrate responsible stewardship of taxpayer dollars.
2. For the purposes of this policy, a vehicle is defined as a standard automobile, patrol cars, vans or light duty trucks.
3. Vehicle washes shall be limited to two washes per month. During the winter months, additional washes may be necessary to prevent rust and corrosion due to magnesium chloride treatment on the roads. After each snowstorm, one additional car wash is allowed. For Sheriff Patrol vehicles, additional washes may be approved by the respective supervisor given unforeseen circumstances and the nature of the job.
4. All car washes shall be paid for out of the respective spending agency budget using a county P-card issued in the name of the employee.
5. All washes shall occur at locations where a vendor has been selected in a competitive process that allows the county a method to track individual car washes of county vehicles and accepts the county purchasing card.
6. Elected official or department director may instruct their employees to use the wand washing facilities at fleet headquarters in Commerce City at no cost to the department. Washing a vehicle using the county fleet facility is the responsibility of the department/office and will not be done by fleet staff.
7. In the event that a vehicle requires a detailed cleaning due to a bio-hazardous incident, the fleet department will arrange for and absorb the cost of the cleaning in the fleet budget.

PURPOSE / AUTHORITY:

8. The goal is to maintain the appearance of all Adams County vehicles without incurring expenses outside of the normal maintenance of a vehicle owned by a citizen of the county.

SCOPE:

9. This policy applies to all county spending agencies.

EXCEPTIONS:

10. Elected Officials and exempt employees who have vehicles assigned them as a “take home vehicle” shall be personally responsible for the overall appearance of that vehicle. This includes the washing and cleaning of the vehicle. Elected Officials and exempt employees who have this privilege will not be reimbursed for these costs. Bio-hazardous incidents in a take home vehicle will be handled as stated above in item 7.

FORMS:

11. P-card application and record forms are available in policy 1045 of this manual.

PURPOSE:

To provide Adams County with the best cellular phone coverage at the best possible price, to assure accountability and to comply with IRS regulations for business cell phone usage.

POLICY:

1. All cell phones shall be at least tri mode (digital/analog) phones. Web enabled phones must be approved by the Elected Official or Department Director and the County Administrator. Cell phone models and options can be obtained from the vendor's web site. Contact the Telecommunications Office at 303-654-6060 for additional information regarding the current vendor and their products.
2. The cell phone is to be used for Adams County business only.
3. All cell phone services must be billed on the employee's Adams County Procurement Card (see policy #1045).
4. Any cell phone purchased for departmental wide usage must be issued in the Elected Official or Department Director's name, or designated representative and billed to their Procurement Card.
5. Justification/Criteria for purchasing a cell phone include the following:
 - 5.1. The user is a primary decision maker that spends at least eight (8) hours per week out of the office and must be in contact with Adams County staff and or business partners at all times.
 - 5.2. The user is an employee spending at least 12 hours per week in the field and needs to be in communication with their superiors at all times in order to perform their job.
 - 5.3. The user serves in an emergency capacity and needs to be in contact with Adams County staff or business partners twenty-four (24) hours a day.
 - 5.4. The user works on an On Call basis and must be in communication with Adams County at all times.

PROCEDURE:

1. The request for purchasing a cell phone requires the approval of the Elected Official or Department Director.
2. If the cell phone user does not have an Adams County Procurement Card one must be obtained before the phone can be ordered (see policy 1045). All monthly charges for the phone shall be made on this procurement card.

3. Upon the employee's termination or change of employment it is the Elected Official or Department Director's responsibility to obtain the phone from the employee and to inform Telecommunications so that the phone can be:
 - 3.1. Canceled from the County's Plan
 - 3.2. Transferred to another employee in the department
 - 3.3. Placed in the County's Cell Phone Pool for future use in another department

PURPOSE:

To assure that all food vendors selling product in or on Adams County properties comply with all State and Local laws regarding health and safety regulations.

EXEMPTIONS:

Vendors for the County Fair and or events at the Regional Park must comply with the Adams County Parks Department policies.

GENERAL DESCRIPTIONS:

Vendors shall be given one of three designations. The following are the three designations and their descriptions:

1. Food Handlers- These people handle the food at some point in the process. If the company or individual touches the food either on sight or in the process of packaging it for sale they fall into this category.
2. Food Vendors (Subject to Spoilage)- These people do not handle the food at any point in the process. This food is pre-packaged from another source and is subject to spoilage (such as milk, yogurt, etc.).
3. Food Vendors (Not Subject to Spoilage)- These people do not handle the food at any point in the process. The food must be pre-packaged from another source and not subject to spoilage.

RULES AND REGULATIONS:

All vendors shall comply with the rules and regulations set forth by Federal, State and Local agency regarding the handling, sale and distribution of food.

All vendors shall be required to fill out an application form, sign the Vendor's Agreement and get an I.D. card from the county that shall designate the areas that they are allowed to vend in. All vendors must have an I.D. card for all personnel that shall be vending. All Vendor employees shall wear the issued ID cards while vending on County property. Failure to wear the issued ID card constitutes a vending violation. Three or more recorded vending violations shall result in a suspension from vending on County property for one (1) month.

Applications and Agreements must be brought to:

Adams County Finance Department
450 South 4th Avenue
Brighton, CO 80601
Phone: (303) 654-6050

All applications must be presented in person. Vendors shall not be allowed to vend until all I.D. cards have been made and the I.D. approval form has been returned to the Purchasing Department.

All vendors must provide to the County copies of forms and licenses required to vend in each location. The required forms are listed on the appropriate checklist for each vendor.

FOOD HANDLERS:

Food handlers must fill out the Food Handlers Application and get an I.D. card for all personnel that shall be vending on Adams County property. The Food Handlers must specify the days they plan to visit each location applied for.

Food Handlers using catering trucks or portable food serving carts must have all parts of the truck or cart off Adams County property by the close of each business day. The vendor shall be responsible for providing his or her own utilities. The County shall not provide any utilities.

FOOD VENDORS (Subject to Spoilage):

Food vendors (subject to spoilage) must fill out the Food Vendor Application and get an I.D. card for all personnel that shall be vending on Adams County property. The Food Vendors must specify the days they plan to visit each location applied for.

FOOD VENDORS (Not Subject to Spoilage):

Food vendors (not subject to spoilage) must fill out the Food Vendor Application and get an I.D. card for all personnel that shall be vending on Adams County property. The Food Vendors must specify the days they plan to visit each location applied for.

RENEWAL POLICY:

Each year in the month of the original application, every vendor must fill out a new application form. They must also provide copies of all of the required documents and current licenses for each location they intend to vend at.

FOOD VENDORS (SUBJECT TO SPOILAGE) APPLICATION

Date _____

Company Name _____

Address _____

Items you will vend: _____

Where do you buy these items and who is the manufacturer: _____

Adams County property you would like to vend on and days you will be on that property: _____

All people who shall be vending for you and the locations they shall vend (they shall all be required to have an Adams County I.D. card) _____

I have read and agree to abide by all of the conditions outlined in the Adams County Vendor Procedures. I also agree to promptly notify Adams County any changes in the above information within 48 hours.

Name _____ Date _____

Title _____ Signature _____

FOOD VENDORS (SUBJECT TO SPOILAGE) CHECKLIST

All vendors must have each item on the checklist for each area that they intend to vend. We shall keep copies of each item in our files under the vendor name.

Brighton

State Retail Tax License _____ City of Brighton Sales Tax License _____

Retail Inspection Certificate from Tri-County Health _____

Commerce City

State Retail Tax License _____ Commerce City Sales Tax License _____

Retail Inspection Certificate from Tri-County Health _____

7401 North Broadway

State Retail Tax License _____

Retail Inspection Certificate from Tri-County Health _____

Office Personnel receiving information _____

Date placed in file _____

FOOD VENDORS (NOT SUBJECT TO SPOILAGE) APPLICATION

Date _____

Company Name _____

Address _____

Items you shall vend: _____

Where do you buy these items and who is the manufacturer: _____

Adams County property you would like to vend on and days you shall be on that property: _____

All people who shall be vending for you and the locations they shall vend (they shall all be required to have an Adams County I.D. card) _____

I have read and agree to abide by all of the conditions outlined in the Adams County Vendor Procedures. I also agree to promptly notify Adams County any changes in the above information within 48 hours.

Name _____

Date _____

Title _____

Signature _____

FOOD VENDORS (NOT SUBJECT TO SPOILAGE) CHECKLIST

All vendors must have each item on the checklist for each area that they intend to vend. We shall keep copies of each item in our files under the vendor name.

Brighton

State Retail Tax License _____ City of Brighton Sales Tax License _____

Commerce City

State Retail Tax License _____ Commerce City Sales Tax License _____

7401 North Broadway

State Retail Tax License _____

Office Personnel receiving information _____

Date placed in file _____

FOOD HANDLERS APPLICATION

Date _____

Company Name _____

Address _____

Items you shall vend: _____

Where are these items prepared: _____

Adams County property you would like to vend on and days you shall be on that property: _____

All people who shall be vending for you and the locations they shall vend (they shall all be required to have an Adams County I.D. card) _____

I have read and agree to abide by all of the conditions outlined in the Adams County Vendor Procedures. I also agree to promptly notify Adams County any changes in the above information within 48 hours.

Name _____ Date _____

Title _____ Signature _____

FOOD HANDLERS CHECKLIST

All vendors must have each item on the checklist for each area that they intend to vend. We shall keep copies of each item in our files under the vendor name.

Brighton

State Retail Tax License _____ City of Brighton Sales Tax License _____

Food Service License from Tri-County Health _____

Commerce City

State Retail Tax License _____ Commerce City Sales Tax License _____

Peddler License I.D. _____ (ONLY REQUIRED IF SERVING FOOD FROM A PORTABLE FOOD SERVING CART OR A CATERING TRUCK)

Food Service License from Tri-County Health _____

7401 North Broadway

State Retail Tax License _____

Food Service License from Tri-County Health _____

Office Personnel receiving information _____

Date placed in file _____

I.D. APPROVAL FORM
TO BE FILLED OUT BY ADAMS COUNTY

Date _____

Company Name _____

Address _____

I.D. Cards required:

Name of individual vendors	Locations	Date card made (initialed by facilities management)

Date completed _____

Signature of person completing this form _____

AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, in the year 20____, by and between Adams County, hereinafter referred to as County, and _____, hereinafter referred to as the Vendor;

WHEREAS, various vendors have expressed a desire to offer goods for sale to County employees; and

WHEREAS, the County is willing to allow sale of said goods pursuant to the provisions of this Agreement; and

WHEREAS, the Board of County Commissioners has designated the Purchasing Department as its representative with regards to this Agreement;

NOW, THERFORE, the County and the Vendor, for the consideration hereinafter set forth, agree as follows:

1. The County agrees to allow the Vendor access to County buildings and grounds at no charge to the Vendor, provided the Vendor complies with the Agreement provisions.
2. The Vendor agrees to fill out the required applications, and provide copies showing compliance with all applicable State and City sales tax certification requirements; Tri-County Health Department food preparation regulations; and municipal peddler ordinances, prior to the start of the sale of goods in County buildings. Failure to provide such evidence shall result in refusal of access to County buildings to the Vendor.
3. The County shall provide, at no cost to the Vendor, an ID card for each employee of the Vendor that shall vend on County property.
4. All Vendor employees shall wear the issued ID cards while vending on County property. Failure to wear the issued ID card constitutes a vending violation. Three or more recorded vending violations shall result in a suspension from vending on County property for one (1) month.
5. The Vendor agrees that it's offering of goods for sale shall not interfere with or disrupt County business.
6. Each Elected Official/Department Director may, at any time, withdraw permission from the vendor to sell goods to their employees of limit the areas in the Department or portion of the Department which the Vendor shall have access to.
7. The Vendor also agrees that it shall vend at no expense to the County.

8. The County does not, by entering into this Agreement, recommend or warrant the quality of goods offered for sale by the Vendor.
9. The Vendor agrees to save and hold the County harmless and exempt from liability for any defects in goods offered to and purchased by County employees; any injuries resulting therefrom; and from any and all claims, causes of action, suits and liabilities which arise in connection with the Vendor's negligent performance hereunder.
10. Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein and to perform the duties and obligations described herein.

By: _____
Purchasing Manager

By: _____
Vendor

ACCOUNTS PAYABLE REPORTING STRUCTURE:

The Accounts Payable staff reports to the Purchasing Manager who reports to the Director of Finance/MIS.

ACCOUNTS PAYABLE CONTACTS:

The Accounts Payable staff works with all County Departments, Vendors, and Suppliers to assure the timely and accurate payment of debts incurred by the County. Contacts included Elected Officials, Department Directors, General Accounting Staff, Administrative Assistants, Staff Employees, and Vendor Representatives.

ACCOUNTS PAYABLE SCOPE:

1. The Accounts Payable staff is responsible for teaching and administering the Adams County Procurement Card program (see policy 1045).
2. The Accounts Payable staff is responsible for teaching and administering the JD Edwards Remote Voucher Entry system to the County's departments.
3. The Accounts Payable staff is responsible for assuring the timely and accurate payment of invoices submitted for the goods and services purchased by and used by County employees. Assures that all invoices have been reviewed and approved by the appropriate authorized Director or Elected Official or their appointed representatives.
4. The Accounts Payable Staff is responsible for working with vendors and departments to clarify and resolve invoicing problems.
5. The Accounts Payable staff is responsible for running the County's 1099 forms at yearend.
6. The Accounts Payable staff is responsible for maintaining records in an orderly fashion to facilitate the auditing process.

INVOICE AND CHECK PROCESSING:

1. It is the department's responsibility to match any invoice received to the packing slip and purchase order for pricing and actual items received.
2. A department representative must then produce a voucher to be submitted to Accounts Payable for payment by:
 - 2.1. The Remote Voucher Entry process as detailed in policy 2010 or
 - 2.2. Forward the Voucher with supporting documentation and invoice to Accounts Payable

3. All vouchers must be reviewed and authorized by the Department Director, Elected Official or their assigned representative prior to being sent to Accounts Payable.
4. All approved and fully authorized vouchers received on or before Thursday at 12:00 noon shall be processed for that week's check run. The resulting check shall be mailed to the vendor on the following Wednesday.

ADAMS COUNTY
FISCAL AFFAIRS / EXPENDITURES
POLICY AND PROCEDURES MANUAL
OVERVIEW

Time required per class: Three hours
Target audience: Department Heads, Managers, Supervisors, Admin. Assistants
Frequency: Quarterly

Class description:

This class is designed to help the attendee to understand how the County purchases goods and services. Included are the guidelines, rules and theories that dictate how we assure the County gets the best value for the taxpayer's dollar. The class will review Request For Proposals (RFP), Invitation For Bids (IFB), Spending Limits, Payment Methods, Travel and Meal Policies, Cell Phones, Procurement Cards, Asset Purchases, Asset Disposal, and the various forms used by the County.

PURPOSE:

To allow for the decentralized receiving of good and services throughout the County and the processing of invoices related to those goods and services.

To assure the appropriate separation of duties as defined by the Finance Department in order to protect the assets of the County.

AUTHORIZED PERSONAL:

Annually each Department Director and or Elected Official shall designate those employees under their control who have the authority to process, and or approve invoices (see policy 2020).

Each employee shall attend classes provided by the Accounts Payable staff prior to entering invoices into the JD Edwards Accounts Payable System (JDE). These classes are held on an as needed basis.

The Accounts Payable staff will provide additional training as required and shall monitor the quality of input by departmental employees.

POLICY:

The Elected Official or Department Director is ultimately responsible for the accuracy of any remote voucher entries.

To assure the accuracy of matching packing slips to invoices it is recommended that the receiving procedure outlined in policy 1090 be observed.

Packing slips must be matched to invoices and the units received, pricing per unit and totals must match the original order document. Discrepancies must be resolved before the voucher is entered into the JDE system for payment.

All voucher batches must be reviewed and approved by the Department Head, Elected Official or their designee and forwarded to the Accounts Payable Department before checks can be issued.

PROCEDURE FOR REMOTE VOUCHER ENTRY:

PURPOSE:

To assure that all invoices have been reviewed and approved for payment by an authorized Adams County employee prior to payment.

To assure on an annual basis that Accounts Payable has an updated list from all departments indicating which employees have been authorized to approve invoices from vendors for payment.

EXCEPTIONS:

None:

PROCEDURE:

1. During the fourth quarter of each year the Adams County Accounts Payable staff shall send a memo to all Department Directors and Elected Officials requesting the names of any personnel under their control having the authorization to approve invoices.
 - 1.1. A Department Director or Elected Official may add or delete employees from this list at any time by sending a request in writing to the Purchasing Manager and Accounts Payable.
2. All invoices submitted for payment shall be reviewed for an authorized signature. If the signature of an unauthorized employee is noted on a submitted invoice the Department Director or Elected Official shall be contacted before any payment is made. The Department Director or Elected Official may at that time request the employee be added to the approval list in accordance with section 1.1 of this policy or have the invoice returned to the department for appropriate approval.
3. If there is no signature on a submitted invoice the Department Director or Elected Official shall be contacted before any payment is made and/or the invoice returned to the department for the appropriate authorization. Verbal authorizations shall not be accepted.

PURPOSE:

To define and establish when it is appropriate for Adams County to issue manual checks outside of the normal check-processing schedule as established in policy 2000.

POLICY:

Manual checks will be issued for:

1. Emergency situations where the safety of the citizens, County employees, or County assets are deemed to be in danger.
2. Emergency Travel Advances where the department has less than twenty-four hours notice that an employee must travel on the business of the county. This does not include advances for educational trips.
3. Checks required and as directed by the County Attorney.
4. Checks required and as directed by the County Administrator.
5. Checks required and as directed by the Director of Finance.

PURPOSE:

To assure that the location of all Accounts Payable Records and Purchasing Bid Files can be ascertained at any given time. It is critical that these records be accounted for at all times, so that questions from our customers can be answered in a timely and organized manner.

POLICY:

Any Voucher, Invoice, Check, Procurement Card Statement, Request for Proposal, Invitation for Bid or other Expenditure Document removed from the Library must be replaced with a completed "OUT CARD".

PROCEDURE:

1. Upon locating the document to be removed from the file, an OUT CARD must be filled out including:
 - 1.1. The person's name (not initials) who is pulling the file in the "OUT TO" line.
 - 1.2. The "FILE NUMBER, CHECK NUMBER OR DOCUMENT NAME" be recorded in the next space.
 - 1.3. The date the file was taken is to be recorded in the third space provided including Month/Day/Year (example 06/30/01)
 - 1.4. Half Cards are available for checks that require the same information as listed above in sections 1.1, 1.2, and 1.3.
 - 1.5. Cards are located on top of the file cabinets. If none are available please contact the Finance Administrative Assistant.
 - 1.6. If you can not find the file you are looking for, please ask for assistance.
2. When finished with the pulled documents, please return them to the file removing the out card

Adams County Finance / Purchasing, Accounts Payable Policy and Procedure 3000	Job Description Review
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Policy:

It is the Finance / Purchasing, Accounts Payables Policy to review the current job descriptions of all Finance / Purchasing, Accounts Payables Employees on an annual basis to assure that the current functions of each position are correctly reflected in the job description. This review is to take place in January of each year by the Finance / Purchasing, Accounts Payables Manager and the Employees.

Any changes in function shall be noted and included in the job description and forwarded to the Finance/IT Director and the Human Resources Director for review.

Exceptions to the Policy:

- None

Adams County Classification Specification

Title: Purchasing Agent I

Classification Code:

Primary Responsibility:

To plan, organize administer and coordinate the procurement of professional services, equipment, materials and supplies through Request For Proposals and Invitations For Bids, and to provide highly technical assistance to County Staff. The scope work involved includes projects up to Two Hundred Fifty Thousand Dollars.

Examples of Important and Essential Duties:

- Purchase a wide variety of technical and non-technical items; procure professional services, equipment, materials and supplies.
- Prepare bid specifications, assist and review specifications set by the departments; assure open competition and equal opportunity to all bidders.
- Edit and rewrite purchase requisitions to more clearly reflect descriptions of times, quantities, pricing and special conditions and instructions for purchases.
- Contact suppliers and vendors to obtain information about products, prices and availability.
- Negotiate bid prices, contracts, and terms and conditions for leases and rental agreements.
- Review and maintain purchasing policies and procedures.
- Analyze bids, quotations and requests for proposals.
- Act as an agent for the County at bid openings; present recommendations for purchases to the Board of County Commissioners; schedule bid and request for proposal openings; serve on panels to evaluate request for proposals.
- Schedule and facilitate pre-conference for bids and requests for proposals.
- Coordinate compliance issues with the user Department and the County Attorney staff.
- Establish teams and assist in creating evaluation criteria to evaluate bids and request for proposals.
- Maintain commodity catalogs and price lists for the use of the County.
- Prepare and administer contractual agreements for procurement of goods and services.
- Participate in the State of Colorado competitive bid program.
- Dispose of obsolete equipment; determine disposal methods for used and obsolete equipment.
- Prepare Notices of Award, Notices to Proceed and Denial Letters.
- Prepare cost benefit analysis to determine methods of procuring goods or services; i.e. lease vs. purchase.
- Participate in the training of employees in County procurement card program.
- Participate in the training of employees in JD Edwards One World Software.
- Coordinate purchases of like-kind goods or services by multiple departments to optimize volume discounting.

Other Job Related Duties:

- Perform related duties and responsibilities as required.

Supervision Exercised:

- Coordinate archiving of County records.
- Provides direction for the clerical staff

Skill to:

- Operate modern office equipment including computer equipment.
- Proficient operations of spreadsheet, word processing and database software.

Knowledge of:

- Local, State and Federal laws, the Uniform Commercial Codes and general commercial laws.
- General Business Law.
- Accounting practices, including invoicing, overages, shortages and returns for credits.
- Purchasing practices, procurement procedures.

Ability to:

- Communicate to County staff their procurement responsibility and promote compliance with County objectives, policies and programs.
- Advise and assist other departments in obtaining specifications, develop specifications and obtain quotations.
- Analyze and develop solutions to problems resulting from the diversified nature of procuring goods and services.
- Identify sources of supply to ensure on time and competitive based deliveries.
- Consolidate purchases of like or common items.
- Work with the departments in the processing of emergency purchases.
- Determine if the quality of the materials, the serviceability of the equipment or the services rendered met or exceeded requirements.
- Communicate clearly and effectively, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Negotiate and prepare contractual agreements with the aid of the Purchasing Agent II and the Finance / Purchasing, Accounts Payables Manager.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Experience in a Purchasing Department as a Buyer or Administrative Assistant responsible for processing purchase orders and RFPs and IFBs.
- Taking College courses in Business Administration with an emphasis in Procurement
- Taking National Institute of Public Procurement (NIGP) and or National Association of Purchasing Managers Courses (NAPM)

Experience

Three years of professional purchasing experience.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in purchasing, accounting, business or public administration or related field. Prior Purchasing experience may be substituted for some college

Required to take a minimum of three NIGP courses on an annual basis. Courses to be agreed upon by the Purchasing Agent I and the Purchasing Manager. Courses in JD Edwards One World Purchasing will be required in the first year of employment and as needed on an ongoing basis.

Special Requirements:

Essential duties require the following abilities and work environment:

Ability to work in a standard office environment.

The intent of this classification specification is to describe the type of job tasks and levels of responsibility and difficulty required of positions assigned to this classification title. It is not intended to describe duties and responsibilities assigned to any specific position, nor is it intended to limit management's right to assign and regulate duties and responsibilities, so long as they fall within the intent of this classification. The use of specific examples is not intended to exclude other duties not mentioned, as long as they are of similar nature and within the intent of this classification.

Adams County Classification Specification

Title: Purchasing Agent II

Classification Code:

Primary Responsibility:

To assist the Finance / Purchasing, Accounts Payables Manager in the direction of the Purchasing, Accounts Payables department and to assume the Managers duties in his/her absence.

To plan, organize administer and coordinate the procurement of professional services, equipment, materials and supplies through Request For Proposals and Invitations For Bids, and to provide highly technical assistance to County Staff. The scope work involved includes projects up to One Million Dollars.

Examples of Important and Essential Duties:

- Prioritize, plan, organize, direct and monitor daily activities of the purchasing section; supervise, train and evaluate staff.
- Develop and conduct training classes for JD Edwards One World Purchasing software.
- Promotes open communications with all sections of Fiscal Affairs.
- Represents Fiscal Affairs through out the County in purchasing matters.
- Assist in the preparation of Cooperative Bids with other Governmental Agencies including the State, Western States Contracting Alliance (WSCA) and Multiple Agency Purchasing Organization (MAPO)
- Purchase a wide variety of technical and non-technical items; procure professional services, equipment, materials and supplies.
- Prepare bid specifications, assist and review specifications set by the departments; assure open competition and equal opportunity to all bidders.
- Edit and rewrite purchase requisitions to more clearly reflect descriptions of times, quantities, pricing and special conditions and instructions for purchases.
- Contact suppliers and vendors to obtain information about products, prices and availability.
- Negotiate bid prices, contracts, and terms and conditions for leases and rental agreements.
- Review and maintain purchasing policies and procedures.
- Analyze bids, quotations and requests for proposals.
- Act as an agent for the County at bid openings; present recommendations for purchases to the Board of County Commissioners; schedule bid and request for proposal openings; serve on panels to evaluate request for proposals.
- Schedule and facilitate pre-conference for bids and requests for proposals.
- Coordinate compliance issues with the Requesting Department and the County Attorney staff.
- Establish teams and assist in creating evaluation criteria to evaluate bids and request for proposals.
- Maintain commodity catalogs and price lists for the use of the County.
- Prepare and administer contractual agreements for procurement of goods and services.
- Participate in the State of Colorado competitive bid program.
- Dispose of obsolete equipment; determine disposal methods for used and obsolete equipment.
- Prepare Notices of Award, Notices to Proceed and Denial Letters.
- Prepare cost benefit analysis to determine methods of procuring goods or services; i.e. lease vs. purchase.
- Monitor the County procurement card program including auditing purchasing patterns, and negotiating discounts with large volume vendors.
- Coordinate purchases of like-kind goods or services by multiple departments to optimize volume discounting.

- Interview and approve outside vendors, i.e. candy sales, burrito sales, food carts.

Other Job Related Duties:

- Perform related duties and responsibilities as required.

Supervision Exercised:

- Supervise and coordinate archiving of County records.
- Exercises direct supervision over professional, technical and clerical staff
- Participates in the annual and semi-annual review process of staff.
- Reviews and approves the contracts developed by Purchasing Agent I / Purchasing Technician.

Skill to:

- Operate modern office equipment including computer equipment.
- Proficient operations of spreadsheet, word processing and database software.

Knowledge of:

- Local, State and Federal laws, the Uniform Commercial Codes and general commercial laws.
- Principles of supervision, training and performance evaluation.
- General Business Law.
- Accounting practices, including invoicing, overages, shortages and returns for credits.
- Purchasing practices, procurement procedures.

Ability to:

- Communicate to County staff their procurement responsibility and promote compliance with County objectives, policies and programs.
- Advise and assist other departments in obtaining specifications, develop specifications and obtain quotations.
- Analyze and develop solutions to problems resulting from the diversified nature of procuring goods and services.
- Identify sources of supply to ensure on time and competitive based deliveries.
- Consolidate purchases of like or common items.
- Supervise, train and evaluate staff.
- Work with the departments in the processing of emergency purchases.
- Determine if the quality of the materials, the serviceability of the equipment or the services rendered met or exceeded requirements.
- Communicate clearly and effectively, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Negotiate and prepare contractual agreements.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Experience in a Purchasing Department as a Buyer or Administrative Assistant responsible for processing purchase orders and RFPs and IFBs.
- Taking College courses in Business Administration with an emphasis in Procurement
- Taking National Institute of Public Procurement (NIGP) and or National Association of Purchasing Managers Courses (NAPM)

Experience

Five (5) years of progressive purchasing experience.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in purchasing, accounting, business or public administration or related field. Five (5) years of progressive purchasing experience with additional course work from NIGP or NAPM may be substituted for major college course work.

The Purchasing Agent II must obtain the Certified Professional Purchasing Buyer designation from NIGP within two years of obtaining this position.

JD Edwards classes on One World Purchasing must be taken during the first year in this position and as needed as new versions are released. Additional annual education and training courses are required and to be determined between the Manager and the Purchasing Agent II.

Special Requirements:

Essential duties require the following abilities and work environment:

Ability to work in a standard office environment.

The intent of this classification specification is to describe the type of job tasks and levels of responsibility and difficulty required of positions assigned to this classification title. It is not intended to describe duties and responsibilities assigned to any specific position, nor is it intended to limit management's right to assign and regulate duties and responsibilities, so long as they fall within the intent of this classification. The use of specific examples is not intended to exclude other duties not mentioned, as long as they are of similar nature and within the intent of this classification.

PURPOSE:

Adams County Classification Specification

Title: Purchasing Technician

Grade: 16

Classification Code:

FLSA: Non-Exempt

Primary Responsibility:

To perform duties in the support of and at the direction of the Purchasing Agents.

Examples of Important and Essential Duties:

- Assist in the purchase of a wide variety of technical and non-technical items.
- Assist in the preparation of bid specifications, assist and review specifications set by the departments.
- Edit and rewrite purchase requisitions to more clearly reflect descriptions of times, quantities, pricing and special conditions and instructions for purchases.
- Contact suppliers and vendors to obtain information about products, prices and availability.
- Negotiate bid prices, contracts, and terms and conditions for leases and rental agreements.
- Review and maintain purchasing policies and procedures.
- Analyze bids, quotations and requests for proposals.
- Establish teams and assist in creating evaluation criteria to evaluate bids and request for proposals.
- Maintain commodity catalogs and price lists for the use of the County.
- Prepare and administer contractual agreements for procurement of goods and services.
- Participate in the State of Colorado competitive bid program.
- Dispose of obsolete equipment; determine disposal methods for used and obsolete equipment.
- Prepare Notices of Award, Notices to Proceed and Denial Letters.
- Prepare cost benefit analysis to determine methods of procuring goods or services; i.e. lease vs. purchase.
- Participate in the training of employees in County procurement card program.
- Participate in the training of employees in JD Edwards One World Software.
- Coordinate purchases of like-kind goods or services by multiple departments to optimize volume discounting.

Other Job Related Duties:

- Perform related duties and responsibilities as required.

Supervision Exercised:

- None.

Skill to:

- Operate modern office equipment including computer equipment.
- Proficient operations of spreadsheet, word processing and database software.

Knowledge of:

- Local, State and Federal laws, the Uniform Commercial Codes and general commercial laws.
- General Business Law.
- Accounting practices, including invoicing, overages, shortages and returns for credits.
- Purchasing practices, procurement procedures.

Ability to:

- Advise and assist other departments in obtaining specifications, develop specifications and obtain quotations.
- Identify sources of supply to ensure on time and competitive based deliveries.
- Consolidate purchases of like or common items.
- Work with the departments in the processing of emergency purchases.
- Determine if the quality of the materials, the serviceability of the equipment or the services rendered met or exceeded requirements.
- Communicate clearly and effectively, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

One year of experience in a purchasing department.

Training

A two year Associates degree from an accredited college or university with major course work in purchasing, accounting, business or public administration or related field.

Required to take a minimum of three NIGP courses on an annual basis. Courses to be agreed upon by the Finance / Purchasing, Accounts Payables Manager. Courses in JD Edwards One World Purchasing will be required in the first year of employment and as needed on an ongoing basis.

Special Requirements:

Essential duties require the following abilities and work environment:

Ability to work in a standard office environment.

The intent of this classification specification is to describe the type of job tasks and levels of responsibility and difficulty required of positions assigned to this classification title. It is not intended to describe duties and responsibilities assigned to any specific position, nor is it intended to limit management's right to assign and regulate duties and responsibilities, so long as they fall within the intent of this classification. The use of specific examples is not intended to exclude other duties not mentioned, as long as they are of similar nature and within the intent of this classification.

Adams County Classification Specification

Title: Procurement Card/Accounts Payable Technician I

Classification Code:

Primary Responsibility:

Maintain the Procurement/Accounts Payable program for Adams County. Implementing and aid in the development of new processes for the payment of the Counties obligations.

Monitoring of Policies and Procedures related to all Accounts Payable functions.

Examples of Important and Essential Duties:

- Monitor the Counties Procurement Card program in order to move the purchase of small dollar items to the most efficient method of payment.
- Training of County employees in Remote Voucher Entry.
- Training of County employees in the use of Procurement Cards.
- Responsible for maintaining employee profiles for the Procurement Card Program.
- Monitor and aid in teaching the remote voucher entry program of County Staff.
- Assures the accuracy of weekly check processing.
- Promotes open communications with all sections of Fiscal Affairs.
- Answers questions regarding Accounts Payables through out the County.
- Researches and resolves disputes with vendors regarding billing matters.
- Identifies problem vendors and recommends solutions to specific situations.
- Compile weekly reports of Finance / Purchasing, Accounts Payable; balance to control sheets; prepare and submit expenditure reports to the Commissioners for approval and departments for review; verify warrants against vouchers prior to mailing.
- Research and verify credit card, utility and communication invoices; prepare vouchers for distribution for departmental review, approval and payment.
- Provide information and assistance to external auditing firms; research files and compile lists of accounts payables.

Other Job Related Duties:

- Perform related duties and responsibilities as required.

Supervision Exercised:

- Directs the activities of the Finance / Purchasing, Accounts Payable Administrative Assistant.

Skill to:

- Operate modern office equipment including computer equipment.
- Proficient operations of spreadsheet, word processing and database software.
- Proficient in the JD Edwards accounting system.

Knowledge of:

- General Accounting principles and terminology.
- Accounts Payable systems, checks and balances.

Ability to:

- Communicate to County staff their procurement responsibility and promote compliance with County objectives, policies and programs.
- Conduct detailed training programs using step by step instructions.
- Analyze and develop solutions to problems resulting from the diversified nature of procuring goods and services.
- Work with the departments in the processing of emergency purchases.
- Communicate clearly and effectively, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Taking College courses in Business Administration with an emphasis in accounting and accounts payables.
- JD Edwards training classes.

Experience

2 years of professional accounts payable experience.

Training

A high school diploma with additional college course work in purchasing, accounting, business or public administration or related field. Four years progressive Accounts Payable experience and experience with Procurement Card programs may be substituted for some college course work.

JD Edwards classes on One World Accounts Payables must be taken during the first year in this position and as needed as new versions are released. Additional annual education and training courses are required and to be determined between the Manager and the employee.

Special Requirements:

Essential duties require the following abilities and work environment:

Ability to work in a standard office environment.

The intent of this classification specification is to describe the type of job tasks and levels of responsibility and difficulty required of positions assigned to this classification title. It is not intended to describe duties and responsibilities assigned to any specific position, nor is it intended to limit management's right to assign and regulate duties and responsibilities, so long as they fall within the intent of this classification. The use of specific examples is not intended to exclude other duties not mentioned, as long as they are of similar nature and within the intent of this classification.

Adams County Finance / Purchasing, Accounts Payable Policy and Procedure 3040	Job Description Accounts Payable Technician II
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Adams County Classification Specification

Title: Procurement Card/Accounts Payable Technician II

Classification Code:

Primary Responsibility:

To establish and maintain the Procurement/Accounts Payable program for Adams County. Recognizing and implementing new processes for the payment of the Counties obligations.

Establishment and monitoring of Policies and Procedures related to all Accounts Payable functions.

Examples of Important and Essential Duties:

- Prioritize, plan, organize, and monitor daily activities of the Accounts Payable section of Finance/IT department.
- Responsible for the training of County employees on Remote Voucher Entry in both the JD Edwards World and One World environments.
- Administer and monitor the Counties Procurement Card program in order to move the purchase of small dollar items to the most efficient method of payment.
- Training of County employees in the use of Procurement Cards.
- Responsible for maintaining employee profiles for the Procurement Card Program.
- Assures the cross training of staff in all areas of the Accounts Payable process including Procurement Cards.
- Develop and monitor the remote voucher entry program for the County including the training of County Staff.
- Responsible for the year-end 1099 reporting to the IRS.
- Assures the accuracy of weekly check processing.
- Promotes open communications with all sections of Fiscal Affairs.
- Represents Fiscal Affairs through out the County in Accounts Payable matters.
- Researches and resolves disputes with vendors regarding billing matters.
- Identifies problem vendors and recommends solutions to specific situations.
- Compile weekly reports of Finance / Purchasing, Accounts Payables; balance to control sheets; prepare and submit Finance / Purchasing, Accounts Payables reports to the Commissioners for approval and departments for review; verify warrants against vouchers prior to mailing.
- Research and verify credit card, utility and communication invoices; prepare vouchers for distribution for departmental review, approval and payment.
- Provide information and assistance to external auditing firms; research files and compile lists of accounts payables.

Other Job Related Duties:

- Perform related duties and responsibilities as required.

Supervision Exercised:

- Supervises the Accounts Payable Staff in regards to day to day operations
- Participates in the annual and semi-annual evaluation process of Accounts Payable Staff and the Administrative Assistant.

Skill to:

- Operate modern office equipment including computer equipment.
- Proficient operations of spreadsheet, word processing and database software.
- Proficient in the JD Edwards accounting system.

Knowledge of:

- General Accounting principles and terminology.
- Accounts Payable systems, checks and balances.

Ability to:

- Communicate to County staff their procurement responsibility and promote compliance with County objectives, policies and programs.
- Conduct detailed training programs using step by step instructions.
- Analyze and develop solutions to problems resulting from the diversified nature of procuring goods and services.
- Work with the departments in the processing of emergency purchases.
- Communicate clearly and effectively, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Taking College courses in Business Administration with an emphasis in accounting and accounts payables.
- JD Edwards training classes.

Experience

Three years of professional accounts payable experience.

Training

A high school diploma with additional college course work in purchasing, accounting, business or public administration or related field. Four years progressive Accounts Payable experience and experience with Procurement Card programs may be substituted for some college course work.

JD Edwards classes on One World Accounts Payables must be taken during the first year in this position and as needed as new versions are released. Additional annual education and training courses are required and to be determined between the Manager and the employee.

Special Requirements:

Essential duties require the following abilities and work environment:

Ability to work in a standard office environment.

The intent of this classification specification is to describe the type of job tasks and levels of responsibility and difficulty required of positions assigned to this classification title. It is not intended to describe duties and responsibilities assigned to any specific position, nor is it intended to limit management's right to assign and regulate duties and responsibilities, so long as they fall within the intent of this classification. The use of specific examples is not intended to exclude other duties not mentioned, as long as they are of similar nature and within the intent of this classification.

Adams County Finance / Purchasing, Accounts Payable Policy and Procedure 3050	Administrative Assistant/Purchasing/Accounts Payable Job Description	Date Written 01/01/2001
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PURPOSE:

Adams County Classification Specification

Title: Administrative Assistant/Purchasing/Accounts Payable **Effective Date:** 11/00

Classification Code: ADM60710

FLSA: Non – Exempt

Primary Responsibility:

To perform a wide variety of responsible and complex administrative, financial, or secretarial and clerical duties for a County department; and to provide information and assistance to the public regarding department to which assigned.

Examples of Important and Essential Duties:

- ◆ Perform administrative duties within the department support system; supervise the ordering and storage of appropriate materials and supplies; recommend improvements in work flow, procedures, and use of equipment and forms.
- ◆ Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities; receive and route mail.
- ◆ Maintain personnel and payroll records; maintain personnel files on employee status; process paperwork for personnel actions including new hires, terminations, and promotions; monitor performance evaluation dates and provide appropriate forms to staff; prepare and input payroll information.
- ◆ Perform a wide variety of general clerical work including the maintenance of accurate and detailed logs and records, verification of accuracy of information, researching of discrepancies, and recording of information.
- ◆ Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain disc storage and filing.
- ◆ Assist in a variety of department operations; perform special projects and assignments as requested.
- ◆ Organize and maintain complex technical filing systems.

When Assigned to a General Administrative Support Position:

- ◆ Participate in the duties relating to general administration of a department; assist in preparing comprehensive reports, preparing minutes of meetings, and preparing agendas of meetings.
- ◆ Type and proofread a wide variety of reports, letters, memoranda, and statistical charts using a word processor, typewriter, or micro-computer, type from rough draft, verbal instruction, or transcribing, machine recordings; independently compose correspondence related to assigned responsibilities; collate and distribute materials as necessary.
- ◆ Make travel arrangements for department staff members; book flights and accommodations; disburse per diem and fees.
- ◆ Maintain calendars of department activities, meetings, and various events; arrange meetings conferences, and civic functions; arrange location, food service, and invitations; coordinate activities with other County departments, the public, and outside agencies.

When Assigned to a Financial Administrative Support Position:

- ◆ Participate in the duties relating to financial administration of a department; assist in compiling annual budget requests, commending Finance / Purchasing, Accounts Payable requests for designated accounts, and monitoring approved budget accounts.
- ◆ Compile information and data for statistical and financial reports; maintain a variety of statistical records; checks and tabulate statistical data.
- ◆ Prepare invoices and maintain billing records; receipt, deposit, and maintain records of cash received.
- ◆ Prepare and process accounts payable, train County Staff as required.
- ◆ Prepare journal entries from information received from various sources
- ◆ Reconcile assigned checking accounts
- ◆ Coordinate stockless office supply system.
- ◆ Provide Fiscal support for the Adams County Fair.
- ◆ Administer and update web-site.
- ◆ Participate in duties related to purchasing; assist in maintaining bidders list.

Other Job Related Duties:

- ◆ Serve on various committees and commissions.
- ◆ Perform related duties and responsibilities as required.

Supervision Exercised:

May exercise functional and technical supervision over lower level clerical staff.

Knowledge of :

- ◆ English usage, spelling, grammar and punctuation.
- ◆ Business letter writing and basic report preparation.
- ◆ Basic principles of supervision and training.

- ◆ Modern office procedures and practices including proper telephone etiquette.
- ◆ Modern office equipment including computer equipment.
- ◆ Computer software applications.
- ◆ Record keeping and filing techniques.

When Assigned to a General Financial Administrative Position:

- ◆ Accounting principles and practices.
- ◆ Principles used in budget preparation and monitoring.
- ◆ Financial record keeping principles.
- ◆ Purchasing principles and practices.

Skill to:

- ◆ Type 60 w.p.m. with accuracy.
- ◆ Operate modern office equipment including computer equipment.

Ability to:

- ◆ Learn the functions, structure, and organizational policies of the County and the office to which assigned.
- ◆ Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.
- ◆ Interpret and apply administrative and departmental policies, procedures, laws, and regulations.
- ◆ Respond to questions from the public and County personnel regarding policies and procedures in assigned areas.
- ◆ Perform responsible and difficult secretarial work involving the use of independent judgement and personal initiative.
- ◆ Analyze situations carefully and adopt effective courses of action.
- ◆ Compile and maintain complex and extensive records and prepare routine reports.
- ◆ Work independently in the absence of supervision.
- ◆ Schedule and coordinate projects; set priorities; adapt to changing priorities.
- ◆ Research, analyze and summarize data.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

Experience

Three years of responsible office experience.

General knowledge of Microsoft software and personal computer experience required.

Special Requirements:

Essential duties require the following physical abilities and work environment.

Ability to work in a standard office environment.

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Adams County Finace / Purchasing, Accounts Payable Policy and Procedure 3060	Purchasing/Accounts Payable Manager Job Description	Date Written 01/01/2001
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PURPOSE:

Adams County Classification Specification

Title: Purchasing/Accounts Payable Manager

Classification Code: PUR10231

Effective Date: 1/97

Pay Grade: 68

FLSA: Exempt

Primary Responsibility:

To direct, plan, manage, supervise, coordinate and implement the activities of the Purchasing/Accounts Payable Division within the Finance/IT Department including: the procurement of supplies and services, materials management, and accounts payable functions.

Examples of Important and Essential Duties:

- Direct, plan, manage and coordinate all responsibilities delegated to the Finace / Purchasing, Accounts Payable Division; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Select, train, motivate, and evaluate assigned personnel; participate in the selection; work with employees to correct deficiencies; prepare disciplinary documentation.
- Participate in the development, implementation, and administration of the department's budget, goals, objectives, priorities, and policies; forecast staffing, resource, and funding requirements.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load; identify and implement opportunities for improvement.
- Provide responsible staff assistance to the Finance/IT Director, administration, and the Board of County Commissioners; prepare and present staff reports and other necessary correspondence.
- Serve as a liaison with other County departments, administration, elected officials, and outside agencies for all activities pertaining to Purchasing/Accounts Payable; negotiate and resolve significant and controversial issues; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field

of purchasing, accounting, financial planning/forecasting, operational/fiscal analyses and management policies.

- Plan, manage and coordinate the County's procurement process; assure that Adams County complies with all statutes, laws and internal policies concerning requisition of supplies and services, forms and documentation; develop, recommend, implement and interpret procurement policies and procedures.
- Plan, manage, and coordinate the County's Accounts Payable process; assure that Adams County complies with all statutes, laws (IRS tax law), and internal policies concerning reimbursement of mileage, authorized Purchasing/Accounts Payable and services.
- Direct, manage and coordinate the archiving of County financial data.
- Direct, manage and coordinate the County's compliance and reporting of 1099 information to the Internal Revenue Service.
- Direct, manage and coordinate establishment and payment of credit accounts with various vendors.
- Direct, manage and coordinate the interim analysis and reporting process regarding actual performance relative to payments to vendors.
- Conduct a variety of financial and operational studies and investigations: analyze research data; develop databases; prepare reports; recommend modifications, policies, and procedures as appropriate.
- Review statutes, regulatory and authoritative guidelines, state statutes, Internal Revenue Code and regulations, to ensure compliance of financial reporting and general accounting policies/procedures.
- Participate in the planning, evaluation, analysis, and implementation of changes to current and new computerized financial accounting and business systems.
- Prepare budget and report revenues and expenses for the Adams County Fair. Manage revenues and collections of cash and receipts at the Adams County Fair.
- Direct, manage and coordinate the disposal of County assets.

Other Job Related Duties:

Perform related duties and responsibilities as required.

Supervision Exercised:

Exercises direct supervision over professional, technical, and clerical staff.

Knowledge of:

- Operational characteristics, services and activities of a procurement and accounts payable program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern and complex principles of program development and administration.
- Advanced principles and practices of procurement and contract administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.

Skill to:

- Operate modern office equipment including computer equipment.

Ability to:

- Manage, direct, and coordinate the work of supervisory, professional, technical, and clerical personnel.
- Select, supervise, train, and evaluate staff.
- Provide administrative and professional leadership and direction for the Fiscal Affairs Department.
- Recommend and implement goals, objectives, and practices for providing effective and efficient procurement and accounts payable services.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Evaluate, recommend, and improve existing and new financial and other business systems.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in governmental Purchasing/Accounts Payable, to include procurement, accounts payable, and financial analysis, including three years of supervisory responsibilities.

Training:

Equivalent to a Associates degree from an accredited college or university with major course work in finance, accounting, business administration, public administration, or a related field. A Masters degree (MBA, MPA) is highly desirable.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment.

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