

CHAPTER 5

PURCHASING POLICY AND PROCEUDRES

5.00 GENERAL PROVISIONS

A. Purpose and Policies

- a) to ensure the efficient use of taxpayer dollars through market competition;
- b) to adhere to the budget through encumbrance of committed funds;
- c) to simplify and clarify the procedures, rules, and regulations governing Moffat County procurement practices;
- d) to establish a system for the continual improvement of procurement policies, practices and procedures;
- e) to provide for increased public confidence in the procedures followed in County procurement;
- f) to assure fair and equitable treatment of all persons who deal with the County procurement system;
- g) to foster effective, broad-based competition within the free-enterprise system;
- h) to provide safeguards for the maintenance of a procurement system of quality and integrity.

B. Application to County Procurement

Except where otherwise specifically stated herein, this Manual shall apply to every expenditure of public funds, irrespective of their source, by this County under any contract, including state and federal assistance monies which shall, in addition, comply with all pertinent state and federal purchasing requirements. This Manual shall also apply to the disposal of County equipment and supplies. Nothing in the Manual, or in regulations promulgated hereunder, shall prevent the County from complying with the terms and conditions of any grant, gift, bequest or cooperative agreement.

C. Employee Compliance

All County employees are required to comply fully with all the provisions of the Purchasing Manual. Any purchase of supplies, materials, goods or services contrary to the provisions of this manual shall be void and the employee(s) could be subject to disciplinary action as deemed appropriate.

D. Severability

If any provision of this Manual or any application thereof to any person or circumstance is held invalid, such invalidity shall not affect application of other provisions of this Manual, and to this end the provisions of this Manual are declared to be severable.

E. Personal Purchases in Moffat County's Name

The ability to make purchases on behalf of the County does not entitle the purchaser to any kind of special personal privileges from the vendor and no professional buying for the County should be, in any way, tied to any personal purchases at any time. Examples include purchasing personal items using a Moffat County account and paying with personal funds. A Moffat County account is any account that uses either Moffat County's (or any Moffat County Department's) name, address or tax-exempt number.

F. Exemptions

The following purchases may be exempt from certain purchasing procedures:

- Social Services
- Utilities
- Internal Billing (including telephone, computer, copies, postage, and fuel)
- Automobile Maintenance performed by Road & Bridge up to \$1,000

5.01 REQUISITIONS FOR PURCHASE

Requisitions serve as the purchase justification and approval document for acquisitions.

A. Routine Acquisitions

A Requisition for Purchase must be entered into Eden for all goods and services, unless instructed otherwise herein, and provide the following information:

1. **Date** - Date of the requisition (defaults to today's date)
2. **Description** - A general description of the requisition (optional - if left blank the description from the first line item will be copied here)
3. **Requestor** - Defaults to the individual's user name and cannot be modified
4. **Queue** - Defaults to the user requisition queue setting
5. **PO Type** - Routine purchases will use a regular PO. The code is 'reg'.
6. **P.O# - Confirm** - For Emergency PO's only. The Accounting Department shall fast-track emergencies in accordance with established procedures.
7. **Requested for** - If the requisition is for someone other than the user, the user name of the individual requesting the requisition can be entered
8. **Group** - Defaults to user login name
9. **Blanket expiration/PO limit/Tran limit** - For Blanket PO's only. No county employee or officer shall purchase under a blanket purchase order unless authorized by Accounting or Administration. Blanket purchase orders are an indefinite quantity contract in which the county is obligated to order and a vendor is obligated to supply all of the county's normal requirements that arise for an item or items within the specified period of the contract. An example of a Blanket PO's is a monthly payment for computer maintenance.
10. **Contact/Phone** - Optional, enter the contact name and phone number for the requisition
11. **Text Code** - Enter a code to define text to print on the PO
12. **Type** - A line item type must be specified. Line item types include goods (inventoried and non-inventoried), services and freight. A drop down box displays valid codes.
13. **Item and price information** - Full item and price information is not required when entering the requisition (although it will be required for the requisition to be completed). When entering this information note the following:
 - **Quantity & Unit** - For item lines containing goods, optionally enter quantity and unit type (each, box, dozen, etc.) and the Unit Cost. If the cost of the item is not yet known, entering zero is a valid option.
 - If you are entering **Service line items** you will be prompted for item & extension only.
 - A **description** of unlimited length can be entered for each line item
 - To enter the **account number** you must first enter the account type ('B', 'E', 'R', or 'S').
 - Account information is optional on requisition entry, but must be completed for the requisition to be approved.
 - The account number can be copied from the previous line item using the "Copy Distribution" button at the top of the left toolbar.
 - If you do not know the account number, use the "Zoom" button to bring up a **Query By Example** screen to help locate the correct account. When selected, the account number will populate the account field in the requisition line item.

- Line items can be split between multiple accounts on a % or \$ amount basis; use the %/\$ button at the bottom of the left toolbar to toggle between data entry preferences. When the total allocations reach 100% the cursor will prompt for additional line items.
- Multiple line items are allowed on a requisition.
- Freight lines can be specified for each line item on requisitions, or as a single freight line for multiple like items (items that will combine on purchase orders).
 - To enter a freight line for a series of items, enter the freight line after the final item. To auto-insert an account distribution for a freight line, use the “Auto-Distribute Freight” button on the left toolbar (the Truck). The distribution is calculated by summarizing the account distribution for “goods”-related items between the current freight line and any preceding one.

14. **Vendor information** – when a vendor is added, the vendor’s default settings will populate many of the following fields. These fields can be edited now or later in the purchase order process.

- ◆ Vendor – Enter a vendor number or use zoom to search for vendors with QBE; if a new vendor needs added please contact the Accounting Department.
- ◆ Contract # - Optionally, enter a contract number.
- ◆ Terms – The terms code defaults from the vendor.
- ◆ Order from – Defaults to the vendor’s default order from address code; to change, select a different address from the drop-down box.
- ◆ Pay to – Defaults to the vendor’s default pay to address code; to change, select a different address from the drop-down box.
- ◆ Bill to – Defaults to the agency’s default bill to address code; to change, select a different address from the drop-down box.
- ◆ Ship to – Defaults to the agency’s default address code for delivery of goods.
- ◆ Desired – The date goods or services are desired by. This is a required field.
- ◆ Required – The date goods or services are required by (‘Enter’ will copy the desired date). This is a required field.
- ◆ FOB Point – The Free On Board point, if used.
- ◆ Ship via – The code defining which delivery agency to use (FedEx, UPS, etc)
- ◆ Instructions – Enter any special instructions for the purchase order, if necessary

15. **Completing the Requisition** - When the requisition is complete and saved it will enter the approval queue and the approval routing process begins.

- The Requisition is updated with the following information:
 - Requisition #
 - Description, copied from the first line item, if it was left blank during requisition entry
 - Name of the Current Approver (the *primary approver* at the next approval level)
- E-mail notification will notify the approvers at the next approval level; e-mail is not actually sent until exiting the program, unless the ‘Send Mail Notifications’ icon at the bottom of the right toolbar is selected.
- The **Totals** tab is updated with the total amounts per account number on the requisition.

B. Emergency Purchases

1. **Definition:** An emergency requirement is defined as an immediate need necessary for the preservation of the public peace, health and safety or to prevent work stoppage. Emergency purchases shall not be substituted for a lack of proper planning by the ordering department.
2. **Procedures:** When an Elected Official or Department Head has an emergency situation that requires an immediate purchase they shall contact the Accounting Department to issue a *Confirming/ Emergency Purchase Order*. Approval procedures outlined in Part B, Section 1 ROUTINE ACQUISITIONS of the Purchasing Manual. If the emergency situation arises after business hours the Elected Official or Department Head must contact the Accounting Department within the next business day.

5.02 PURCHASE ORDERS

The purchase order (P.O.) is a contract for the acquisition of goods or services.

- A. Generating Purchase Orders - Purchase orders will be generated by Accounting and emailed to the Department Head or Elected Official. Purchase orders will be processed several times daily. If the Department Head or Elected Official needs the purchase order processed faster they need to contact the Accounting Department.
- B. Change Orders - Changes to posted Purchase Orders fall into two categories - **Updates**, which involve no accounting transactions, and **Change Orders**, that require accounting transactions to be posted. Change Orders only need preformed if the invoice varies 5% or more than \$50.00 from the purchase order.
 - If no accounting changes are required, changes are made to posted purchase orders using the Update Purchase Order program. Enter selection criteria into the QBE screen to locate the appropriate PO, make the required changes and save the document.
 - ◆ Fields that can be changed include descriptive fields, such as Desired and Required Dates, Instructions, Text, Descriptions; fields that cannot be changed include Vendor, amounts and account distributions.
 - Please contact the Accounting Department if a change order is required.

5.03 RECEIVING

The Receiving module enables Moffat County to track received documents against Purchase Orders and verify items or services have been received when Accounting pays an invoice.

- A. Entering Receiving Documents -A Receiving Document must be entered into Eden against items included in a Purchase Order, unless instructed otherwise herein, and provide the following information:
 1. **Receiving #** - Enter the number from the Receiving Document (packing slip)
 2. **Date** - Defaults to today's date
 3. **Group** - Defaults to the user's group code
 4. **PO#** - Enter the Purchase Order #, or 'Zoom' to open the PO QBE screen
 5. **Description** - Enter a description for the receiving document
 6. **Vendor** - Automatically populates for the Vendor associated with the Purchase Order
 7. **Received** - For Goods line items, enter the number of items received
 8. **Rejected** - For Goods line items, enter the number of items rejected
 9. **Compete** - If the line item is complete, check the 'Complete' box. This will mark this line item as fully received

5.04 CREDIT CARD PURCHASES

A. General

1. A requisition must be approved prior to purchasing any items with a county issued credit card.
2. The Accounting Department will then return the purchase order to the requesting Department. This purchase order must be attached to your receipts and returned to the Accounting Department to processes.

LOST CHARGE SLIPS/SALES RECEIPTS: If for some reason the cardholder does not have documentation of the transaction to send with the purchase order, the cardholder must attach an explanation that includes a description of the item, date of purchase, merchant's name and why there is no supporting documentation.

3. The purchasing Department must submit a receiving document as soon as the items or services are received. Otherwise the Accounting Department is unable to process payment of the credit card bill.

B. Emergency Purchases

1. **Definition:** An emergency requirement is defined as an immediate need necessary for the preservation of the public peace, health and safety or to prevent work stoppage.
2. **Procedures:** When a cardholder has an emergency situation that requires an immediate purchase the cardholder shall contact the Accounting Department to issue a *Confirming/Emergency Purchase Order*. Approval procedures outlined in Part B, Section 1 ROUTINE ACQUISITIONS of the Purchasing Manual. If the emergency situation arises after business hours the cardholder must contact the Accounting Department within the next business day.

5.05 BIDDING PROCEDURES/REQUIREMENTS

A. Statutory Guidelines

Moffat County shall submit goods and services to bid in accordance with applicable statutes.

1. **Competitive Sealed Bidding**

County compliance to these procedures is not mandatory, but recommended.

- Adequate public notice shall be given prior to bid opening.
- Bids shall be opened publicly at the time and place designated in the presence of one or more witnesses.
- Bids shall be evaluated based on the requirements set forth in the bid. Criteria that are not set forth in the bid may not be used in the evaluation.
- The bid shall be awarded to the low responsive, responsible bidder.

2. **Competitive Sealed Proposals**

County compliance to these procedures is not mandatory, but recommended.

- When it is determined competitive bidding is not practicable or advantageous, competitive sealed proposals may be used for the procurement of professional services.
- Adequate public notice of the request shall be given.
- Proposals shall be opened so as to avoid disclosure of confidential information to competing vendors during the process of negotiation.
- The request for proposals shall state evaluation factors.
- Discussions may be conducted with responsible vendors for the purpose of clarification to assure understanding of requirements. In conduction discussions, there shall be no disclosure of any information from proposals submitted by competing vendors.

3. **Professional Services**

- Negotiation of contracts shall be on the basis of demonstrated competence, qualifications and reasonable fees.
- Discussions may be conducted with any firm/person regarding qualifications, approaches, ability to furnish the required professional services, and anticipated design concepts.

Firm(s) shall be ranked based on ability of personnel, past performance, willingness to meet time and budget, etc.

- A contract may be negotiated with the highest rated firm/person. If unable to negotiate a satisfactory contract, negotiations may be entered into with the next most qualified firm.

If unable to negotiate a satisfactory contract, negotiations may be entered into with any or all of the most qualified firms to arrive at a satisfactory contractual arrangement, if possible.

All bids may be rejected and proposed project may be restructured, redesigned or abandoned.

4. **Construction Contracts for Public Projects**

All public works bids shall be awarded as required by law.

Where otherwise required by law, competitive sealed bids are not required where:

- As of a result of a competitive sealed bid, no bids were received or all bids were rejected and the Board of County Commissioners authorizes negotiation. Negotiations may be conducted with the firm determined to be most qualified based on successful past performance, references from other agencies, availability of services, etc.
- Emergency purchases or contracts are necessary because a threat to public health, safety, or welfare under emergency conditions. A written determination of the basis (1) for emergency and (2) the selection of the contractor must be included in the contract file.

5. **State Funded Public Projects**

The county is required to award contracts by competitive sealed bidding for all state funded public projects except as provided by statute.

Competitive sealed bids are not required where:

- As of a result of a competitive sealed bid, no bids were received or all bids were rejected and the Board of County Commissioners authorizes negotiation. Negotiations may be conducted with the firm determined to be most qualified based on successful past performance, references from other agencies, availability of services, etc.
- Emergency purchases or contracts are necessary because a threat to public health, safety, or welfare under emergency conditions. A written determination of the basis (1) for emergency and (2) the selection of the contractor must be included in the contract file.

6. **Stationary Supplies**

- One advertisement shall be inserted in the official newspaper of its county, under the heading of "stationery proposals". Such advertisements to be published not less than 20 or more than 40 days prior to the opening of such bids.
- **STATE SUPPLIER PREFERENCE:** It is unlawful for any county to accept any bid or make a purchase of any stationery supplies or other supplies from any person, company or corporation having its factory or principal place of business outside the state of Colorado, when the same can be procured from within this state at the same net cost.

7. **Preference to State Products**

- Colorado Labor Preference

Public works financed in whole or in part by funds of the state, counties, school districts or municipalities require Colorado labor be employed to the extent of not less than 80% of each type or class of labor.

All contracts let for public works, financed in whole or in part by funds of the state, counties, school districts or municipalities of the state of Colorado, shall contain provisions for the preference in employment of Colorado labor.

- **Colorado Resident Bidder Preference**

When a construction contract for a public project is awarded to a bidder, a resident bidder shall be allowed a preference against a nonresident bidder from a state or foreign country equal to the preference given or required by the state or foreign county in which the nonresident bidder is a resident.

B. Items Not Amenable to Bid

The Board of County Commissioners, at its discretion, may process a requisition and issue a purchase order without bid under the following conditions:

1. Item to be purchased under current state, county or cooperative bid.
2. Only one known source for purchase, and no comparable substitute product or service is available; specific type or brand of supply or part necessary for acceptable operation of machine or device or required by warranty or contract on the machine or device. Substantiation must accompany request.
3. An item previously bid within the last 90 days and low bidder's price has not changed.
4. An item that costs less than \$2,000.00 which, in the opinion of the Elected Official or Department Head, would not be cost effective to bid.
5. As of a result of a competitive sealed bid, no bids were received or all bids were rejected and the Board of County Commissioners authorizes negotiation. Negotiations may be conducted with the firm determined to be most qualified based on successful past performance, references from other agencies, availability of services, etc.
6. Other circumstances creating an inability to secure multiple quotations shall be documented on the individual requisition to be filed for auditing purposes.

C. Standard Acquisitions \$2,000 up to \$5,000

Acquisitions valued between \$2,000 and \$5,000 which do not require special terms or conditions and are not governed by federal regulation or state statute may be bid verbally or in writing at the Department's discretion. Standard acquisitions shall be subject to the following procedures:

1. A minimum of three (3) qualified vendors shall be solicited, unless the acquisition is not amenable to bid as defined in the above section.
2. Documentation shall be kept of all vendors solicited.

D. Purchase of Used Goods or Equipment

1. The ordering Department shall contact a reasonable number of vendors for availability and cost.

2. Selection and Negotiation:

An authorized representative of the ordering department shall inspect the equipment.

The ordering Department shall be responsible for all negotiations and for offers made to any vendor(s).

E. Professional Service Contracts/Requests for Proposals

1. The ordering Department shall be responsible for the distribution of Requests for Proposal packages.
2. Proposals received from participating firms shall be evaluated by the ordering department.
3. The ordering department shall retain the following information in the project file:
 - The list of firms that have been short-listed for further consideration.
 - Substantiation of the selections, including a recap of the average total points by category and constructive observations. Do not show individual names or scores. This document must be suitable for distribution to participating firms.
 - Provide a list of questions to which the selected firms shall be required to respond during the interview.
4. The ordering Department shall be responsible for scheduling interviews and/or requesting fee proposals. Interviews and resultant contractual negotiations shall be conducted by the ordering department.
5. Following the completion of negotiations, the ordering department shall forward the following information to the Board of County Commissioners:
 - Memo of recommendation including the background statement for inclusion in the agenda memorandum.
 - Final rating recap including interview scores and constructive observations.

F. Formal Bid Procedures – Standard and Contractual - Formal bids shall be obtained for all goods or services in any of the following cases: if governed by federal regulation or state statute; if the acquisition is more than \$5,000.

1. **Specifications:** Preparation of technical specifications for new equipment, supplies or services is the responsibility of the originating department.
2. **Insurance/Sample Contract:** The originating department shall contact the Risk Management Department and County Attorney's Office if the requirement is labor intensive, a professional service project or represents critical performance supplies/equipment.
3. **Bid Bonds:** If determined to be in the best interests of the county, the County Attorney may require bidders to submit a guaranty deposit with their bid. Guaranty deposits will be requested on bonded projects valued at \$25,000 or more.

The amount of deposit should be sufficient to cover anticipated differential costs between the lowest and next bidder, as well as administrative costs associated with advertisement. Such deposit may not

be withdrawn until the specified time after bid opening. It is the responsibility of the ordering Department to approve the return of deposits to unsuccessful bidders.

4. **Distribution:** In accordance with applicable federal regulations or state statutes, the ordering department shall determine the method of distributing bid packages (advertisement, telephone solicitation, or otherwise) and the number of days in which the bid shall be open.

The ordering Department shall distribute the bid package to interested parties, collect any bid document fees, place advertisements, and perform any other necessary tasks.

5. **Pre-Bid Conferences:** The ordering Department shall schedule and conduct pre-bid conferences as required.

A competitive environment will be maintained throughout the entire bid process.

Any necessary clarifications or agreed upon changes must be forwarded to all participating vendors. Vendor requests for changes in the specifications that would result in compromising the intended use and quality of the equipment will be denied.

6. **Bid Package Modifications:** Only the ordering Department may make any changes or modifications to the terms, conditions or specifications of the bid package prior to bid openings. Any changes or modifications shall be in writing and sent to all known prospective bidders by the ordering Department.

7. **Submission of Bids/Proposals:** All proposals shall be submitted to the ordering Department.

8. **Public Openings:** The ordering Department shall open and read bids at a public meeting at the time and place specified in the bid documents. Late bids will not be considered under any circumstances.

9. **Bid Review:** The ordering Department shall review all bids.

10. **Bid Award Recommendation:** The originating department shall forward the following information in writing to the Board of County Commissioners:

- Vendor/contractor recommendation.

If the originating department recommends a vendor or contractor who is not the low bidder, such recommendation shall be accompanied by written justification.

- Background information defining the need for the requirement. This information will be incorporated into the *Agenda Memorandum* by the Agenda Coordinator.

- If the bid amount reflects a substantial difference as compared to the estimated/budgeted amount, the originating department shall include an explanation of the difference with their award recommendation.

G. Negotiation

Only the ordering Department shall negotiate price and other terms and conditions for materials and services required by the county, unless otherwise provided for herein.

The end result of such negotiation shall not represent a significant deviation from the specifications bid.

Negotiations must be conducted in such a manner as to assure that no bidder is given an unfair advantage over his competitors.

5.06 APPROVAL/AWARD PROCESS

A. General

1. Only bids from responsible bidders will be considered. A responsible bidder is one who has submitted a bid that conforms to all material respects to the bid specifications.
2. Material deviations may not be waived in order to make an award. Material deviations are those that go to the substance of the bid that affect the price, quality, or delivery of the materials or services offered and are prejudicial to the rights of other bidders.
3. Immaterial or minor deviations may be clarified with the bidder or bidders. Examples:
 - Failure to submit requested brochures or samples with the bid providing the name or manufacturer and/or model number has been included in the bid.
 - Failure to extend unit prices or where there is an error in extension of price.

The waiving of any irregularities, however minor, must be done in such a manner as to assure that no bidder is given an unfair advantage over his competitors.

4. The award will be made to the lowest responsible bidder whose bid meets the intent and criteria set forth in the bid documents.

B. Rental, Loan and Demonstration Equipment

1. **Required Signature:**

Board of County Commissioners

2. **Contract Execution:**

An elected official or department head may execute an agreement for rental, loan or demonstration equipment only if in compliance with the rules set forth below and if the terms and conditions of the agreement are acceptable to the county. This authorization is not delegable.

Review prior to execution of printed vendor form contracts shall be the responsibility of the County Attorney's Office.

If the rental cost, or any cost associated with the loaned or demonstration equipment, is valued at \$5,000.00 or more, approval procedures outlined in the following section must be followed.

3. The county's Risk Management Department shall be notified prior to acceptance and delivery of any rental, loan or demonstration equipment for the purpose of assuring that such equipment is appropriately insured by the county and/or by the owner thereof.

B. Major Purchases and Formal Bids (over \$5,000)

1. **Required Signatures:**

Elected Official or Department Head
Budget Analyst
County Commissioner

Special Approval Requirements: All Computer equipment and software purchases shall be routed to the Information Services Director for review and approval prior to routing.

2. Upon the Board of County Commissioners approval of the acquisition, the ordering Department shall enter a requisition in Eden to the successful vendor. Notice to proceed with any work shall be conditional upon the receipt and approval of insurance certificates and bonds, where necessary.

C. Contract Execution

Contract execution procedures are subject to Addendum A: Policy and Procedure Regarding Authority to Contract approved June 17, 2003. The following is general information on the contract execution process:

1. The originating Department shall forward the recommended contractor's proposal to the County Attorney's Office for contract preparation or review.
2. The County Attorney's Office will return the contract to the originating Department with recommendations or changes.
3. Once all contract changes have been made the originating Department needs to schedule a time during a Board of County Commissioners public meeting to have the contract executed by the Board of County Commissioners.
4. The originating Department will forward the executed contract to the contracting party with a request that certificates of insurance and bonds be forwarded to the county's authorized representative.
5. The Risk Manager shall review and maintain all bonds, insurance certificates, and related documents.
6. The county's authorized representative (where applicable) shall issue notice to the contractor to proceed with the work.

Contract execution procedures may be changed only as approved by the Board of County Commissioners together with the County Attorney.

D. Contract Change Orders

1. All contractual change orders shall be presented to the Board of County Commissioners for review and decision.
2. If the change order is approved by the Board of County Commissioners the originating Department must forward the minutes of the meeting to the Accounting Department to process a change order.

5.07 EDEN FINANCIAL SYSTEM INSTRUCTIONS

A. Instructions for Entering a Requisition

1. Click on Purchasing on the menu.
2. Click on Requisitioning.
3. Click on Requisition.
4. The screen will open to the Main Tab (located in the third row down from the top of the screen). Click on the icon that looks like a little yellow sun beside a right arrow (the fourth icon to the right on the second row down from the top of the screen for a new requisition).
5. Use the tab key to move to the description box on the screen. Type in your description of the invoice.
6. Use the tab key and it will pull in all of the information for you as the user.
7. Tab to requested for box, if you do not want to change the name tab to the contact box. This is the name that will print on the PO, if you want a different name type it in, if not you are done with this screen.
8. Use the mouse to click on the **Items tab** (second one from left) on the fourth row down from the top.
9. Type in the type of item you purchasing or use the down arrow with the mouse and click on the one you want. Goods, Services or freight.
10. If you choose goods you will have to fill in the quantity, unit, and unit cost. Tab to the big box, (it will be yellow) and type in your description of the item. If the PO is going to a Vendor be sure to use a detailed description so they will know what it is that you want to order. Anything over a \$1,000.00 will go electronically to the Commissioner's so make sure they can tell what you want from your description in this box.
11. Tab four more times to get to your expenditure line item. Type in the expenditure line item you want this particular item charged to. Tab once more until amount is filled in, tab again to open second line item if you have more to add to this particular invoice. Repeat steps 17 and 18 for as many items as you need to add, such as freight etc. Maximum is 70 lines before you need to do another requisition
12. Click on the Documents Default tab (fifth one from left) on the fourth row down from the top.
13. Tab to the Vendor box on the screen. Click on the Z to the left on Vendor on the screen. This is how and where you choose your Vendor. A box will come up that is marked Vendor Information Zoom. Click OK.
14. Tab to last name box on this screen.
15. Type in the first word of the name of the Vendor. Example: To find Jackson's Office Supply just type in Jack*. Click of the lightning bolt icon with the mouse. The screen will display all the Vendors with any part of Jack in the title. Find Jackson's Office Supply and double click on the name box. This will pull the vendor into the screen. If you are having items sent to you click on the drop down box beside ship to. Find your department, double click on your department name and it will bring in your department information for the ship to address.
16. If everything is correct, you will need to SAVE the information you just entered. Click on the white check mark in the green circle in the upper left hand corner of the screen. The requisition is now saved.
17. To APPROVE the requisition click on the piece of paper that has a green check mark on it (second icon to the right on the third row down from the top).
18. If the requisition is not over \$1,000.00 it is approved and ready to go. If it is over \$1,000.00 it will go to the Commissioners electronically to be approved.
19. You can click on the Approval History Tab (fourth from the left) on the third row down to see where the requisition is as far as approved or waiting to be approved by Commissioner's.
20. If you have more requisitions to enter, repeat steps 1 through 24.
21. Click on the X in the upper right corner of the screen to close out of requisitions.
22. Click on the X on the menu to close it out.
23. To inquire on any of your requisitions you entered previously, go to Purchasing on the main menu, Requisitioning, Requisitions and click on the icon that looks like a funnel beside a piece of paper (sixth icon to the right on the second row down from the top. Click on Approval History tab (fourth tab to the right on the fourth row down from the top).

A. Receiving Document Instructions

1. Double click on Receiving
2. Double click on Receiving Document
3. Click on the yellow sun on the second row from the top of the form for a new document.

4. The cursor will be in the PO # box. Type in the whole purchase order number off of your invoice - example (2004-002968). Tab once.
5. The cursor will be in the Receiving # box. The Receiving # is the invoice number if you have one or the date 0 date - example (090604). Tab three times.
6. Type in the description - example (services). Tab one time.
7. You will be in the received box. You now have three options.
 - a. If you are receiving an invoice that is complete, you can click on the blue check mark on the left side of the screen. . Using this function fills everything in for you and marks the P O complete. Next click on the green check mark in the second row from the top of the screen to save the receiving document. Remember if you use the lower blue check mark; that just does the receiving and closes the P O, you **MUST** click on the upper green check mark also to save it. These are two separate functions and both steps must be done.
 - b. You will either enter amount or quantity in the received box. If the type is a 'g' - enter the quantity received. (number of items received). If the type is a 's' enter the dollar amount you want to pay. Click the complete box only if the po is to be closed
 - c. For those using Monthly Blanket P O's you must do a receiving document for each invoice paid against that Blanket P O. Follow step B procedures but do not check complete as that will close the P O and you can't add anymore invoices to it. When you get the final invoice against the current months Monthly Blanket P O, please put a note on it that it is the final invoice for that P O and turn it into Accounting.
8. **A NOTE ON MONTHLY BLANKET PURCHASE ORDERS.**
Blanket Purchase Orders were not designed for use as Monthly Blanket Purchase Orders. Therefore, we have determined if you will put all of them in as services in the items box of the requisition they process much easier.

If you have any questions on the above procedures please give the Accounting Office a call.

THANKS!

Adopted: August 31, 2004, Resolution 2004-83

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