

# WALTON COUNTY BOARD OF COUNTY COMMISSIONERS

Office of Central Purchasing

Procedure No: PP-018

**Title: Unauthorized Purchasing Procedures**

**Effective Date:** March 25, 2008

**Revised Date:** September 3, 2008

**I. Purpose:**

To establish a procedure for unauthorized purchases made without obtaining a purchase order.

**II. • Scope:**

This procedure applies to unauthorized purchases.

**III. General:**

The purchase requisition and purchase order are detailed documents and contain all necessary information relating to the procurement of commodities. Without these forms, the County has no record of prior approval to purchase neither such commodities nor the ability to practice good purchasing rules.

**IV. Procedure:**

In order for the Purchasing Department to have full control of all requisitions and purchase orders, all county employees must comply with the Purchasing Procedures. If these are not adhered to then the following steps must be taken.

- A. • Employee must submit in writing to the Office of Central Purchasing the reason for obtaining materials without going through the Purchasing Procedures outlined in this manual.
- B. • Department Head must sign letter giving the Division Director a copy of the letter.
- C. • Purchasing Department will keep a copy of the letter on file and send original to Accounts Payable.

It will be the discretion of Accounts Payable/Finance Director if payment is made

without a purchase order, with the input of the Division Director or Department Manager.