

## **PURCHASING OFFICE SUPPLIES**

Effective: January 12, 1981 06-03

Most Recent Revision: May 15, 1990

Objective: To establish procedures to cover purchasing office supplies

Policy of the Board of Representatives:

1. The County is currently using systems purchasing and reducing the in-house inventory. The company that the County contracts with maintains an inventory in their warehouse. Office supplies under contract must be ordered from this company except with authorization from the Division of Purchasing. A requisition form must be completed, totaled and forwarded to the Division of Purchasing for processing.
2. All items currently in inventory must be purchased from inventory. Purchasing will delete from supply requisitions items in inventory and will fill the order from inventory.
3. Items which are not available in inventory and which the department cannot or does not wish to (for a valid reason) purchase through the systems purchasing, may be requisitioned through the process outlined in Policy 06-01.
4. Supply requests will not be taken over the phone.
5. The Division of Purchasing reserves the right to substitute items of similar quality for requested brand name items.