



- I. Purpose To provide organizational relationships between and among the employees in the Office of Purchasing as shown in the Organizational Chart in the Policy and Procedure Manual OR-010.
- II. Scope These guidelines apply to all office personnel for day to day organizational relationships as well as when personnel are out of the office on County business or leave.
- III. Responsibility
- A. The Organizational Chart displayed in the Policy and Procedure Manual OR-010 clearly shows the day to day organizational relationship between and among the employees in the Office of Purchasing.
- B. When personnel are out of the office on County business or leave, the following guidelines shall be followed:
1. When the Purchasing Manager is absent, a Purchasing Supervisor is designated during such times to serve in his absence with Delegation of Signature Authority per Procedure PP-020.

When the Purchasing Manager is out for an extended period of time on County business, leave, seminars, conferences, forums, classes, etc. then a memo Form OF0235 Delegation of Signature Authority (when the Purchasing Manager is out of the office) shall be prepared, signed by the Purchasing Manager and sent to the Administrator's office, to all Department Directors, Management Team and copy the Accounts Payable Supervisor, Clerk's Office.
 2. When the Purchasing Manager is absent, a Purchasing Supervisor may assume those duties or may designate other staff professionals to assist or perform those duties. Signatory Authority of the Purchasing Manager's designee to perform the duties will be determined by the Purchasing Managers explicit designation of that authority as guided by the July 24, 2002 memo "Delegation of Signature Authority for Purchase Orders less that \$50,000."
 3. When the Purchasing Manager is absent for short periods of time (usually less than all day) the Purchasing Supervisors shall be responsible for the specific activities in their respective sections, shall confer on overall departmental needs to assure responsive answers and decisions, and are specifically designated the signatory authority of the Purchasing Manager as outlined in the July 24, 2002 memo "Delegation of Signature Authority for Purchases less than \$50,000." when documents need to be signed before the return of the Purchasing Manager.



Board of County Commissioners
Office of Purchasing
**Title: Operational Management and
Delegation of Authority**

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When the Purchasing Manager is going to be out of the office for an extended period of time for County business, leave, conferences, forums, classes, etc. then a memo Form OF0245 "Delegation of Signature Authority" (when the Purchasing Manager is out of the office) regarding the Purchasing Manager's specific delegation of designee signature authority shall be prepared and distributed to the Administrator's office, Assistant County Administrator to all Department Directors, Management Team and copy the Accounts Payable Supervisor, Clerk's Office. If guidance or assistance is required, then the Purchasing Supervisor shall seek assistance from the County Administrator.