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- I. Purpose To provide for Resource Manager approval on certain types of purchases.
- II. Scope These guidelines apply to all "special" purchases made by departments in which Resource Manager approval is necessary, Reference PP. 030 R. Signature-Department/Division Head/Designee for such things as:

<u>TYPE OF EQUIPMENT SERVICE REQUESTED</u>	<u>DEPARTMENT REVIEW</u>
ASBESTOS REMOVAL	RISK MANAGMENT
COMPUTERS AND SOFTWARE	INFORMATION RESOURCES
DIGITAL PRINTERS/COPIERS FOR USE IN NETWORKING APPLICATIONS	INFORMATION RESOURCES
HEAVY EQUIPMENT SPECIFICATIONS	ROAD DEPARTMENT
ROLLING STOCK (AUTOMOBILES, TRUCKS).	ROAD DEPARTMENT DIRECTOR
(FIRE APPARATUS – NOT APPLICABLE)	(NOTE:) All heavy equipment and rolling Stock (automobiles and trucks), except Solid Waste Management Department, will be shipped to Road Department for a pre-delivery inspection in accordance with specifications.)
RADIO/COMMUNICATIONS EQUIPMENT	EMERGENCY MANAGEMENT

- III. Responsibility
- The requisitioning department shall insure that approval(s) are obtained from the proper Resource Manager prior to submittal of the requisition to the Office of Purchasing.
- The Purchasing Agent shall assure these approvals prior to processing these requisitions.