



- I. Purpose To provide for a master file for transmittal memoranda and a transmittal log for purchase orders, change orders and contract documents to County Administrator and BCC Chairman.
- II. Scope The master file shall contain copies of all transmittal memoranda requesting the County Administrator or Chairman's signature for purchase orders, change orders and/or agreements for contracts. This will insure that such routine correspondence is maintained in accordance with the retention schedules in a central location for the large volume of procurement documents requiring the Administrator's or Chairman's signature. The transmittal log for purchase orders, change orders, and contract documents will be maintained by the receptionist to insure timely processing of these documents.
- III. Responsibility
1. The receptionist will provide and maintain a master file and Transmittal Log for Purchase Orders, Change Orders and Contract Documents (sent to the Administrator's Office for Administrator's or Chairman's signature) Form OF0165 in the central reception area.
  2. The Office Assistant is responsible to assure that all such communications, purchase orders, change orders and contract documents are detailed on Memo 9 "Memo to County Administrator for his signature on Documents", Memo 9a "Memo Through the County Administrator for Chair's Signature on Documents" or memo 9b "Memo to Executive Assistant for Chair's Signature on Documents" with all applicable information such as but not limited to purchase order number, change order number, contract number (P.D.#), Name of Project, vendor name, Department Name and BCC Award Date; and that those documents are dropped in the Operational/Transmittal Memos to Administrator/BCC Chairman Master File" basket.
  3. The receptionist sorts these memos and places them in the appropriate Purchasing Agents Master File.
  4. The receptionist will also deliver and pickup all purchase orders, change orders and contract documents from the Administrator's office twice daily (10:00 a.m. and 4:30 p.m.). Receptionist will deliver returned documents to the appropriate office assistant.
  5. In the case of emergency purchase orders, change orders or contract documents that cannot be delivered at the above specified times, the Office Assistant to the Purchasing Agent responsible for such



Board of County Commissioners  
Office of Purchasing  
**Title: Transmittal Log and Memoranda to County  
Administrator and BCC Chairman**

**Operations Manual**  
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documentation will then log in/out said documentation before it leaves the Office of Purchasing and when it is brought back.

Backup services in delivery and pickup of documents shall be provided by the assigned Office Assistants, when sharing the Receptionist's duties.

6. The receptionist will contact the assistant (or her designee) to the County Administrator a minimum of once a day and as required in specific cases to ascertain the status of purchase orders being held.
7. Receptionist will notify the affected Office Assistant of such documents being held.
8. The Purchasing Agent will then notify the client department as to the status of held documentation and work with the client department in developing a plan to deal with the specifics of such held documentation.