



- I. Purpose To provide guidelines for Owner Direct Purchases (ODP) to realize the benefits of owner tax exempt status for the procurement of goods and services for "The project".
- II. Scope These guidelines apply to all Owner Direct Purchases (ODP) when specified in County Contracts.
- III. Responsibility
- A. Policy and Procedure PP-223 **Owner Direct Purchases (ODP)** is a major companion document to this operational procedure. It contains procedures, which shall be adhered to in the execution of any ODP project.
- B. Documents shall be defined as follows:
1. **REQUISITION:** Originating document submitted by Contractor to Owner (County) for qualified sales tax exemption items.
 2. **PURCHASE ORDER:** Document issued to the recommended vendor by Escambia County Office of Purchasing after receipt of requisition. County purchase order numbers will be assigned to Purchase Orders for this project.
 3. **REQUEST FOR CHANGE ORDER:** Initiated by Contractor when any change is necessary for a purchase order issued by County.
 4. **CHANGE ORDER:** Document issued to vendor by the Office of Purchasing modifying original purchase order.
- C. Flow of requisition shall be in accordance with the following steps.

Step 1, Organization: Initiated by Contractor

Requisition shall be completed and signed by an authorized representative. The requisition shall include the following text statement that will appear on the purchase order when converted:

NOTE: This is an owner direct purchase, which is cost less sales tax. The undersigned hereby certifies that the property purchased or leased on the attached order is purchased or leased for the following purpose; use by a government unit under the provisions of

Rule 12A-1.001(9) F.A.C. and FLAS. Statute 212.08(6) 1995. This purchase is being



made in accordance with all standard terms and conditions as contained in Exhibit G. All warranties must be in effect, material is to be delivered to site prepaid and meet all specifications set out by Escambia County. Approval authority granted per letter dated () by the Florida Department of Revenue.

Once completed, requisition shall be forwarded to Office of Purchasing c/o (Name of responsible Purchasing Agent for the project).

Step 2, Receipt by Owner

Requisition, upon receipt by the Office of Purchasing shall be date stamped, logged in and hand carried to the responsible Section Supervisor, who shall check for completeness and assign to self or purchasing agent responsible for the procurement.

Step 3, Receipt by Purchasing Agent

Upon receipt by the Purchasing Agent, requisition shall be checked for accuracy and completeness then delivered directly to the office Assistant for issuance of a Purchase Order. Completed Purchase Order shall be distributed as usual. The original copy of the PO will be mailed to the vendor by the Office of Purchasing through the mail system together with an "Employer's Authorization to Make Purchases on Behalf of an Exempt Governmental or Non-Profit Organization" form. Two (2) Photostat copies of the vendor's copy of the P.O. shall be made, one (1) for forwarding to the Contractor and one (1) for the contract case file.

Step 4, Invoice Processing

Invoices with supporting documents if required, for payment for accepted equipment/supplies shall be accomplished by submission of an original invoice, in duplicate to:

Clerk of the Court
Attention: Accounts Payable
223 Palafox Place, Room 204
Pensacola, FL 32502

Step 5, Change Orders



Flow shall be the same as for purchase requisitions and purchase orders.

- D. In the processing of requisitions Owner shall be responsible for the following;
1. Assigning the necessary priority required to issue purchase orders in a timely fashion.
 2. Provide Contractor with the proper requisition forms.
 3. Furnish forms, assign PO numbers, process and issue purchase orders as required.
 4. Return all documents that are incomplete or incorrect.
 5. Provide Contractor with a contact person with whom direct inquiries may be made regarding the status of requisitions and/or purchase orders.
- E. In the processing of requisitions Contractor shall be responsible for the following;
1. Transmitting complete and correct requisitions for processing.
 2. Submit a letter to the responsible Purchasing Agent, Office of Purchasing and the Accounts Payable Division listing names and signatures of those representatives authorized to act on behalf of Contractor in the processing of requisitions for purchases.
 3. Provide the name and telephone number of a contact person with whom direct inquiries may be made.
 4. Request change orders as required.
 5. Follow-up and track purchase requisitions and purchase orders.
 6. Maintain appropriate bid files for audit.



- F. Procedures for Receiving Reports
Section F is provided by the Clerk's Office
1. Contractor shall be responsible for the following:
- a. Review the invoice to make sure that the invoice is correct and the goods have been received. If a sub-contractor received the goods, have them sign the invoice verifying that the goods have been received.
 - b. Make a copy of the purchase order to be used as the receiving report. If this will be the final payment of this purchase order, use the original white copy of the purchase order as the receiving report.
 - c. Place the certification sticker, verifying that the goods and services have been received and the invoice is correct, on the receiving report.

* CERTIFICATION STICKER

I do hereby certify that the attached invoices are for materials provided for the Escambia County-----Building. I certify that the invoices are correct, the goods and services have been properly received by our company and delivered for installation in the-----Building. I also certify that the invoices represent proper values for the goods and services delivered to the project and that they are due and unpaid.

- d. Staple receiving report to the front of the **original** invoice. Copies of the invoices will not be paid. Several invoices to the same vendor may be attached to one receiving report.
 - e. Write the total amount to be paid on the front of the receiving report.
 - f. Have the project manager sign the receiving report below the certification sticker.
 - g. Mail or hand deliver all receiving reports to:

Escambia County Facilities Management
Attn: Karen Myers
100 East Blount Street
Pensacola, FL 32502
2. Owner (Facilities Management) shall be responsible for the following:
- a. Verify that all of the required information is contained in each receiving report packet.



- b. Place a certification sticker, verifying that the expenditures are in compliance with all laws, the expenditures are just and necessary and there are adequate budget appropriations, on the receiving report.
- c. Have the project Contract Administrator sign the receiving report below the certification sticker.
- d. Mail or hand deliver all receiving reports to:

Clerk of the Court Finance Department
Attn: Erin Emmons
223 Palafox Place
Pensacola, FL 32502