



Hamblen County Purchasing Procedures

Approved May 2004
Last Updated: April 2011

Hamblen County Purchasing Procedures

General Instructions

Purchase Orders need to be completed prior to purchasing goods and services.

The Purchase Requisition Form needs to provide the following information: vendor, expense account number and object code, brief description of the item, and the approximate dollar amount of the purchase.

Once the Purchase Requisition Form is completed, it should be forwarded to the Purchasing Department.

The Purchasing Department as well as the Finance Department must approve each purchase order and revision. All purchase requisitions received before 2:00 p.m. are processed and returned to the departments the following day. An exception to this policy would be if the Purchasing Department requires additional pricing for the product or service requested.

Listed on the Purchase Requisition Form is a question that asks who will order the product or service. If this question is left blank, the Purchasing Department will complete the order as if it were marked "yes". (Example of Purchase Requisition Form attached)

Emergency Purchase Orders by Phone

Purchase Order numbers may be obtained by telephone in emergency situations. T.C.A. § 5-21-119 (b) (7) defines emergency purchases as needs arising which are not normally foreseeable. Emergency purchases shall not be permissible if a department or agency fails to properly plan for the need, proper purchasing procedures, and delivery time. The Purchasing and Finance Departments discourage issuing purchase orders by telephone unless it is an unexpected emergency because it does not follow the approval process recommended by County Audit. If an emergency purchase is determined to be the best course of action, the caller needs to provide the following information: vendor, expense line

item description (account number and object code preferred), brief description of the purchase, and an approximate amount of the purchase.

Contact Information:

Delores Stout, Purchasing Manager	423.581.8219 (direct line)
Shareè Long, Purchasing Director	423.585.2784 (direct line)
Main Line	423.586.1931

Please note during a voice mail you can dial zero (0) at any time to get the mainline so you can be assisted. If you call the main line, you will be transferred the first available person.

Monthly Purchase Orders

The Purchasing Department encourages departments to use monthly purchase orders with vendors that they use frequently. The amount of the purchase order is generally determined by calculating the monthly average of purchases made during the previous 12 months. The amount can be increased / decreased based on seasonal trends as well as current projects.

Yearly Purchase Orders

Yearly Purchase Orders are issued to vendors that have annual contracts with Hamblen County. These Purchase Orders are issued at the beginning of the fiscal year after the final budget has passed County Commission.

Contracts: Contracts are to be approved by the County Commission and signed by the County Mayor. The executed contracts are kept on file in the Purchasing Department.

Purchases Over \$1,000

The Purchasing Department encourages departments making purchases of \$1,000 or greater to gather more than one quote for the product and / or service. T.C.A. § 5-14-108 (d) (1). The Purchasing Department will be glad to assist in this process and would like the department to submit a list of preferred vendors. Price and quality of services will be taken into consideration when placing the order and the requesting department will have final approval of the purchase. (Vendor Quote Form attached)

Purchases of Used or Secondhand Goods

T.C.A. § 12-3-1003 authorizes cities and counties to purchase used or secondhand goods, equipment, materials, supplies, or commodities from private individuals and entities without public advertisement and competitive bidding as long as the purchasing government documents the general range for value of the item through a listing in a nationally-recognized publication or through an appraisal by a licensed appraiser and the price is not more than 5% higher than the highest value of the documented range.

Hamblen County Corporate Credit Card Purchases

Corporate credit card purchases are made with a Purchase Order for each charge prior to the transaction. However, if the credit card is used on a regular basis, a monthly purchase order can be issued.

Check Request

There is a list of services that can be processed by completing a Check Request Form. (Check Request instruction and form attached)

Check Requests Forms are to be completed and forwarded to the Accounts Payable Department with corresponding invoice for payment. All check requests must be received by 4:00 p.m. Wednesday to be processed and paid the following Friday, except when the

Accounts Payable Department requests more information to complete processing the request. If the same-week payment schedule is interrupted, all departments will be notified.

Bids

When a requesting department and the Purchasing Department determine that a product or service exceeds \$10,000, a formal published bid process must occur. Specifications and a suggested vendor distribution list should be provided to the Purchasing Department. The bid information will be formatted in a standard form and sent to the requesting department for final approval. T.C.A. § 5-14-204

Once the specifications for the purchase are prepared, the Purchasing Department will advertise the request for proposal / bid. Bids will be advertised by the Citizen Tribune as well as the County's Website at hamblencountygovernment.us State law requires requests for proposal / bids be advertised for a minimum of five days before the bid opening can occur. T.C.A. § 5-14-108 (c)

Bid Openings will be in the West Wing Conference Room and are open to the public. The original sealed bid will be maintained on file in the Purchasing Department.

When the County Commission approves the bid results, a purchase order will be issued.

Accounts Payable – Payment Process for a Purchase Order

All vendors will be directed to mail invoices to the Accounts Payable Department at the Courthouse. A letter will be mailed to each vendor with the mailing instructions as well as instructions to list the purchase order number on the invoice to ensure prompt payment.

The requesting department should forward the pink copy of the purchase order along with all receiving tickets, packing lists or pick up tickets to the accounts payable department upon receipt, weekly or monthly depending on vendor. If the vendor has multiple receiving tickets, a spreadsheet summarizing the purchases should be presented to accounts

payable. The pink copy of the purchase order should be signed giving the Accounts Payable Department authorization to pay the invoice.

Un-authorized Purchase

Un-authorized purchases made by individuals with personal credit cards or personal funds maybe denied reimbursement. All purchases require a preauthorization except for emergency purchase as outlined previously.

Surplus Property

County officials and department heads determine that property is no longer needed for county purposes can sale and / or transfer the property with the authorization of the county legislative body during a regularly scheduled meeting. T.C.A. § 5-7-101 and 103
This disposal can be by public auction, competitive sealed bids or internet auctions. T.C.A. § 5-1-128

County officials and employees are prohibited from purchasing surplus county property unless the property is being sold by public auction or by competitive sealed bid. T.C.A. § 5-1-125

Transfers of Surplus Personal Property

T.C.A. § 12-3-1005 authorizes counties to transfer surplus personal property to other governmental entities by sale, gift, trade, or barter upon such terms as the county legislative body may authorize, without public advertisement or competitive bidding. Further, T.C.A. § 12-9-110 authorizes transfers of both real and personal property among government entities, and does not require that the property be declared surplus prior to the transfer.

PURCHASING REQUISITION

Example

Hamblen County Purchasing Department
 Morristown, TN 37814
 Phone: 423-586-1931 Fax: 423-585-2784

DEPARTMENT INFORMATION

Requesting Department	
Fund	
General Ledger Account Number	
Today's Date	

VENDOR INFORMATION

Vendor Name	
Address (if new)	
Vendor Phone (if new)	

REQUESTING INFORMATION

	Quantity	Description	Unit Cost	Total Unit Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20		Shipping and Handling (If applicable)		
TOTAL REQUISITION				

Will you need Purchasing Department to make this purchase? Yes No



Department Approval _____ Date _____

For Purchasing Department: Approval states the funds do not exceed estimated cost shown above.
Purchasing Director _____ Date _____

VENDOR QUOTATION FORM

Hamblen County Purchasing Department
511 West Second North Street
Morristown, TN 37814
Phone: (423) 586-1931 Fax: (423) 585-4699

	Item(s)
1	
2	
3	
4	
5	

VENDOR #1

Name	
Address	
Phone	
Fax	
Contact Person	

VENDOR #2

Name	
Address	
Phone	
Fax	
Contact Person	

VENDOR #3

Name	
Address	
Phone	
Fax	
Contact Person	

Attach WRITTEN bids to this form. Fax and email submissions are acceptable provided that the submission is on vendor letterhead and is signed by an authorized vendor representative.

CHECK REQUEST INSTRUCTIONS

(Purchase Order NOT Required)

WHAT IS A CHECK REQUEST?

A Check Request is submitted for items or services that have been classified by the Purchasing Guidelines as not requiring a purchase order (see list below). ALL invoicing and / or paperwork pertaining to these items go DIRECTLY to the Accounts Payable Division for payment.

Item for Check Request:

- Auditing Services
- Banking Fees
- Bid Advertisements, Newspaper subscriptions, Periodical subscriptions
- Bonds
- Boards and Committee Member Payments
- Contributions to Component Units
- Dues
- Freight/Shipping
- Inter-departmental Billing
- Jury Fees
- Legal Fees
- Pager/Cell Phone Charges
- Payments to Appointed Members of Boards and Committees
- Payroll Reimbursements
- Reimbursements *(purchases made w/ personal funds, travel, in-service)*
- Tuition
- Utilities
 - Telephone
 - Natural Gas
 - Electricity
- Vehicle Tags
- Workman's Compensation Payments

CHECK REQUEST FORM

Hamblen County Purchasing Department
 511 West Second North Street
 Morristown, TN 37814
 Phone: (423) 586-1931 Fax: (423) 585-4699

Example

Requesting Department	
Fund	
General Ledger Account #	
Date of Request	

Vendor Name	
Address (if not already on file in Purchasing Department)	
Phone (if not already on file in Purchasing Department)	

	Quantity	Description	Unit Cost	Total Cost
1				
2				
3				
4				
5				
TOTAL CHECK REQUEST				

PLEASE NOTE: "Check Requests" are due in to the Accounts Payable Division each Wednesday by 4 p.m. Payments will be disbursed on Friday afternoon.



Department Approval

Finance Director/Accounts Payable

Blue - Accounts Payable

Pink - Elected Official/Department Head Copy