

**Oakland County Department of Management and Budget  
Purchasing Division Policies and Procedures  
Adopted May 24, 1990 and Revised May 1, 2004**

***1100: Adoption of Purchasing Division Policies and Procedures Manual***

**Authority: Oakland County Board of Commissioners Miscellaneous Resolution #90095  
adopted May 24, 1990**

The Department of Management and Budget, in cooperation with the County Treasurer, has prepared a Fiscal Policies Manual that includes Purchasing Division policies and procedures.

The Board of Commissioners adopts the Fiscal Policies Manual, recommended by the County Executive, and authorizes the Department of Management and Budget and the County Treasurer, respectively, to be responsible for implementation of the policies therein.

**1100.1: Purchasing Division Policies and Procedures Manual – Responsibility to Maintain**

It shall be the responsibility of the Purchasing Division to maintain this Policies and Procedures Manual. The Purchasing manager shall authorize procurement procedural changes.

Proposed procurement policy changes shall be directed to the Purchasing manager for review and approval. Once approved, proposed policy changes shall be presented to the Oakland County Board of Commissioners by way of Miscellaneous Resolution. Adopted Board resolutions shall be incorporated herein.

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**1100.2: Uniform Commercial Code**

**Authority: Michigan Compiled Laws Chapter 440 (MCL 440.1101 – MCL 440.11102)**

**PURPOSE**

To consistently apply the Uniform Commercial Code (UCC) as a model for procurement practices in the Oakland County Purchasing Division.

**APPLICATION**

All County employees involved in procurement activities.

**PROCEDURE**

The Oakland County Purchasing Division shall be responsible for consulting with Corporation Counsel on a periodic basis to ensure that purchasing policies and procedures conform with the UCC with particular emphasis on subject matter contained in Article 2 of this Code. This includes, but is not limited to: essentials of contract laws i.e. offers, acceptance, considerations, competence, non-performance, cancellation clauses, statute of frauds' warranties and product liabilities; and commercial arbitration.

Any revisions to Purchasing Division policies and procedures deemed necessary shall be made in accordance with 1973 PA 139 Section 13 more commonly known as the "Unified Form of County Government Act."