

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

1200: Compliance with Purchasing Division Policies and Procedures Manual

Authority: Oakland County Board of Commissioners Miscellaneous Resolution #94015 adopted February 10, 1994; and
Oakland County Board of Commissioners Miscellaneous Resolution #92027 adopted March 5, 1992

Contravention of or failure to comply with the policies and procedures prescribed in this document constitutes a deviation from authorized procurement practices. The Purchasing Division is charged with the responsibility to administer the policies and procedures prescribed herein and shall report any deviations to the Finance Committee of the Board of Commissioners.

1200.1: Reporting Purchasing Division Policy and Procedure Departures

PURPOSE

To ensure a consistent, uniform use and application of County purchasing policies and procedures in the procurement of goods and services.

APPLICATION

Applies to all County employees involved in procurement activities.

PROCEDURE

Contravention of or failure to comply with the responsibility to administer the policies and procedures prescribed herein shall be considered a departure reportable to the Finance Committee of the Board of Commissioners. For each departure the following procedural steps shall be followed:

- 1200.1.1** The assigned buyer for that commodity shall complete an exception report form containing pertinent information to sufficiently describe the reportable departure.
- 1200.1.2** The completed exception report shall be forwarded to the department head responsible for the departure to review for accuracy and completeness.
- 1200.1.3** The responsible department head may supply additional information on this exception report, as deemed necessary and appropriate, to justify the departure.
- 1200.1.4** The responsible department head shall affix his/her signature to the exception report acknowledging that he/she has reviewed the exception report.
- 1200.1.5** The responsible department head shall return the signed exception report to the assigned buyer for that commodity.
- 1200.1.6** The assigned buyer shall review for completeness and accuracy and submit to the chief of purchasing.
- 1200.1.7** The chief of Purchasing shall review for completeness and accuracy and submit to the manager of Purchasing for final review.

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- 1200.1.8** Prior to submitting for final review, the chief of Purchasing may require additional explanation concerning the departure from the assigned buyer or the responsible department head, if he/she feels the information provided is insufficient to report to the Finance Committee members.
- 1200.1.9** Completed exception reports shall be forwarded to the director of Management and Budget for informational purposes and to the chief of Fiscal Services for inclusion as part of the scheduled biweekly Board of Commissioners Finance Committee packet of information.
- 1200.1.10** On the scheduled date, the manager of Purchasing and/or the chief of Purchasing shall attend the Board of Commissioners Finance Committee meeting to present the exception report to Committee members.
- 1200.1.11** Any additional action to be taken with respect to the reported departure shall be at the direction of Finance Committee members.

NOTE: The failure of a department/division head to affix his or her signature to the exception report will not delay the presentation of that exception report to the Board of Commissioner's Finance Committee.

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1200.2: Professional Development

PURPOSE

To provide encouragement and the necessary tools to promote professional development in the purchasing environment.

APPLICATION

Applies to all Purchasing Division employees involved in the procurement process.

PROCEDURE

Individuals involved in the procurement of goods and services are encouraged to reference/use the following resources to promote further professional development:

- 1200.2.1** Purchasing Division employees should take an active part in community organizations, professional associations and training seminars or classes for professional development.
- Community and business organizations are a good source of new vendors and improving relations with all vendors. In all organizations it helps to identify a face with a name. These associations will enhance the image of Oakland County and provide exposure to the private sector.
 - Professional associations related to the employee's responsibilities provide a source of sharing problems and solutions. These normally consist of state or national associations such as the Michigan Public Purchasing Officers Association or the National Institute of Governmental Purchasing. Attendance at the conferences and seminars is encouraged. These conferences address items such as legislation, programs, educational seminars, and specification libraries for commodities. Employees are encouraged to be active within these organizations.
 - Additional education is encouraged for all staff. Oakland County offers a comprehensive tuition reimbursement program. Education and professional development provides benefits to the employer and the employee. Employees are encouraged to inform the manager or the chief of the Purchasing Division of the activities they are participating in as referenced above.
- 1200.2.2** Purchasing Division employees shall maintain a log of continuing professional education for reporting purposes.