

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

Section 2000: Procurement of Goods and Services

2100: *Purchasing Authority*

2100.2: Buyer Assignments

PURPOSE

To delegate duties and responsibilities to buyers based on experience, knowledge and acquired expertise.

APPLICATION

Applies to Purchasing Division administration and procurement staff.

PROCEDURE

- 2100.2.1** The chief of the Purchasing Division shall divide all requisitions as equally as possible, to all buyers and administration by commodity assignments. This method of assignment ensures quicker expediting of purchases, less repetitive evaluation, and more efficient processing through specialization.
- 2100.2.2** Commodity assignment recommendations made by the chief of the Purchasing Division shall be submitted to the manager of the Purchasing Division for final review and approval.
- 2100.2.3** Commodity assignments may be rotated by the manager or chief of the Purchasing Division, as deemed necessary, to ensure that staff workloads are consistent with the effective and efficient use of procurement resources. Buyers and technical staff are encouraged to suggest improvements to streamline operational processes.