



PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS POLICY

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I. Purpose

The purpose of this Policy is to define responsibility for the purchase of goods and services and to provide guidelines to assure that goods and services are purchased in accordance with the Pima County Procurement Code, Board Policies, and Procurement Procedures.

II. Applicability

This Policy applies to the purchase of goods and services conducted by all County departments and employees regardless of the method of purchase. It applies to purchases made by County contract, intergovernmental agreement, purchase order, payment request, petty cash, Purchasing Card (P-Card), or any other form of purchasing transaction.

III. Policy

- A. Purchases made by Pima County Departments shall comply with the provisions of the Pima County Procurement Code, Board Policies, and Procurement Procedures.
- B. Purchases made by County employees which are not consistent with the provisions of the code, policies or procedures shall be considered unauthorized or improper purchases, regardless of the intended use or County need for the purchase.
- C. Departments shall ensure full and equitable economic opportunities to persons or businesses that compete for business with Pima County government, including small business enterprises.
- D. Departments shall provide increased economy in purchase activities and maximize to the fullest extent practicable the purchasing value of public monies.
- E. To ensure the County obtains goods and services at the most competitive pricing, Departments shall exercise discretion in the use of their purchase authority and shall use contracts established by the Procurement Department whenever possible.
- F. Departments shall consider the cumulative annual volume of their anticipated need and shall refer major purchases to the Procurement Department.

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IV. Responsibility

- A. Department Heads are responsible for oversight of all purchase transactions conducted by employees within their respective departments.
- B. Department Heads will be subject to disciplinary action, up to and including termination, for unauthorized or improper purchases they authorize.
- C. Department Heads will be subject to disciplinary action, up to and including termination, for unauthorized or improper purchases made by an employee of their department when that employee is acting under their direction or with authority delegated by the Department Head.
- D. Department Heads will be subject to disciplinary action, up to and including termination, for failure to establish or enforce internal procedures necessary to prohibit and detect unauthorized or improper purchases.
- E. Managers and supervisors will be subject to disciplinary action, up to and including termination, for unauthorized or improper purchases made by them or an employee while acting under their supervision or direction.
- F. Employees will be subject to disciplinary action, up to and including termination, for unauthorized or improper purchases made by them or another employee while acting under their supervision or direction.
- G. Purchasing Cardholders shall be disciplined consistent with this policy and the terms and conditions of the Pima County Purchasing Card Cardholder Agreement signed by each Cardholder.
- H. Purchases made to fulfill a County need, made in a manner contrary to the provisions of the Pima County Procurement Code, Board Policies, and Procurement Procedures, shall be considered unauthorized or improper purchases.
- I. Emergency purchases necessary to protect the public health, welfare or safety shall not be considered unauthorized or improper purchases when conducted in the manner prescribed by the Pima County Procurement Code and Board Policies.

V. Procedure

- A. Department Heads must establish internal procedures to regulate and monitor purchase activity. These procedures must ensure that necessary checks and balances are in place to reduce the potential for unauthorized or improper purchases.
- B. Department Heads must ensure that internal procedures are followed and that appropriate corrective action is taken to remedy deficiencies.

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- C. Department Heads must monitor purchase activities to ensure the prudent use of public funds and safeguard the interests of the County.
- D. Department Heads must hold their managers, supervisors, and employees responsible for unauthorized or improper purchases and take prompt and appropriate disciplinary action when necessary.
- E. Department Heads must report all instances of unauthorized or improper purchases to the Procurement Director. The Procurement Director will provide guidance and assistance to the Department Head to prevent further occurrences.
- F. The Procurement Director will report all instances of unauthorized or improper purchases to the County Administrator when the Procurement Director identifies repetitive occurrences or a Department Head has failed to take appropriate action.
- G. Upon receiving a report from the Procurement Director, the County Administrator shall direct the Department Head to submit a written report within ten days. The report must include:
 - 1. A detailed description of the incident;
 - 2. Total cost to the County;
 - 3. Reimbursement made to the County or costs paid directly by, Purchasing Cardholders pursuant to the terms and conditions of the Pima County Purchasing Card Cardholder Agreement;
 - 4. List of employees, including managers and supervisors, who had knowledge of the incident;
 - 5. Disciplinary action taken;
 - 6. Corrective action taken to prevent further occurrences.
- H. After reviewing the report, the County Administrator shall determine if the Department Head has taken appropriate corrective action and has implemented adequate procedures to prevent further occurrences or if additional disciplinary action or corrective measures are required.

Effective Date: April 1, 2011