

3. DEFINITIONS

- Purchasing: Identification and recognition of the real needs for goods and services in all parts of the organization, and the assurance of satisfaction of those needs at the lowest possible cost, consistent with the best quality of goods required. Purchasing reflects the dual role of service department and profit maker by serving as the primary contact between the various functions of the County and its suppliers.
- Policies: Policies, as referred to in this manual, are pre-decisions made by officials for the purpose of giving information and direction. Policies establish basic philosophies and climate and determine the major values upon which the purchasing functions must operate.
- Procedures: Procedures are the prescribed means of accomplishing policy. Their intent is to provide County personnel with the guidelines and, where appropriate, the specific action sequences to ensure uniformity, compliance, and control of all policy-related activities.