

TITLE: PURCHASE ORDERS

QUESTION: Can services, equipment, materials or supplies requested exceed the Purchase Order dollar amount?

ANSWER: *No. The amount requested on the requisition and Purchase Order as encumbered should not be exceeded. If services are being provided on an ongoing basis - once the dollar amount has reached its maximum as per Purchase Order - the Purchasing Dept. must be contacted to request raising the dollar limit on the Purchase Order.*

QUESTION: Can services, equipment, materials or supplies be ordered without obtaining a Purchase Order Number in advance?

ANSWER: *No. All orders requested require the submitting of a requisition – in advance – to the Purchasing Dept., in order to obtain a Purchase Order.*

QUESTION: Are Purchase Orders required (in advance) if the required dollar amount or quantity required is unknown?

ANSWER: *Yes. When this situation occurs please estimate or identify a "not to exceed dollar amount" on your requisition (in order to encumber funds and secure a Purchase Order in advance.*

TITLE: QUOTATIONS

QUESTION: Can Written Quotations be faxed / sent directly to the Department?

ANSWER: *No. All Written Quotations must be sent by **ONLY** the Vendor Quoting and received by the Purchasing Dept. either by Fax or delivered in person.*

QUESTION: Should Quotations be requested from Vendors when it has been determined that the Vendor is unable to meet a specific requirement as specified?

ANSWER: *No. If the Vendor is unable to comply with a specific requirement (Delivery time, warranty period, completion date, specific specifications, etc.) a Quotation should not be requested. To request a quote when it has been predetermined that the quote – once received – will not be considered or be acceptable, may cause unnecessary frustrations for the Vendor along with the nonproductive use of their time.*

TITLE: UNSOLICITED SHIPMENTS OF EQUIPMENT OR SUPPLIES

QUESTION: If merchandise is shipped without a Purchase Order and without authorization given by authorized County employee, what remedial action should be taken?

ANSWER: *Shipment should be refused. Vendor should be notified by Legal Department that all items must be scheduled for pick-up by the Vendor (Vendor will be responsible for coordinating and payment of all freight charges). Invoice will not be paid.*