

## Procurement Transactions- Guideline

1. All transactions for tangible items under \$1,500 should be charged on the Bank of America Procurement Card if the vendor accepts the visa card. No services should be charged on the Procurement card.
2. Emergency purchases of up to \$1,500 are permitted by the department head. Emergency purchases must be reported to the County Administrator and Finance Director within 48 hours.
3. Any transactions over \$1,500 but not exceeding \$5,000 requires a minimum of two quotes and requires a purchase order from the Procurement Director.
4. Any transactions over \$5,000 but not exceeding \$25,000 requires a minimum of three quotes and requires a purchase order from the Procurement Director.
5. Any transactions over \$25,000 requires a minimum a formal competitive sealed bid to be handled by the Procurement Director. Please contact the Procurement Office for any transaction over \$25,000. Per the Procurement Ordinance approve by County Council in 2008, the Finance Director must also approve any purchase over \$25,000 to ensure funds availability.
6. All equipment purchases of any item over \$5,000 must be authorized by the Procurement Director and Finance Director. There are special guidelines for equipment per the Fixed Asset Policy passed by County Council in 2008. They will determine the availability of funds and that all approvals are in place for the purchase. A purchase order is required on all equipment purchases.
7. If a vendor comes on-site for any services performed, a Certificate of Liability Insurance for Worker's Compensation coverage must be obtained prior to the vendor beginning work on county property. This certificate should be forwarded to the Procurement Office. No payment will be made to the vendor by Accounts Payable until this information is received.
8. Any new vendor is required to submit a W-9 prior to payment of invoices by the Accounts Payable Office. This should be received from the vendor prior to any service being performed by the vendor. No payment will be made to the vendor by Accounts Payable until the W-9 is received.
9. All invoices should be mailed to: **Laurens County Finance Office  
Attn: Accounts Payable  
PO Box 1788  
Laurens, SC 29360**
10. Once the items or service on the purchase order have been received by the department, the department will access the CSI Purchasing Module and receipt the items on the purchase order. The Accounts Payable Clerk will run a receiving report, match the purchase order to the invoice and pay the vendor. Should any discrepancy occur, the A/P Clerk will notify the department for adjustments through the Procurement Office. Once the purchase order, the receiving document and the invoice match, a check will be produced by A/P. This is the appropriate internal control guideline to ensure accountability of payment to vendors. Appropriate training will be given to those employees responsible for this task. The deadline to submit any payments to Accounts Payable Office is 5:00 p.m. every Tuesday unless otherwise notified by Finance Office.
11. All checks will be mailed from the Accounts Payable office for all vendors. If a vendor wishes to pick up a check, proper identification is required and they will sign the supporting documentation that they have received the payment. All checks will be mailed by 4:30 pm every Friday with the exception of holidays where the county offices are closed. Should the holiday occur on Friday, all checks will be mailed on the last working day prior to that Friday.

**I have read and understand the information listed in these guideline. I understand that this is just a guideline to follow concerning procurement and that it is my responsibility to read and follow the Procurement Code Ordinance approved by County Council in 2008.**

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**Employee Signature**

**Date**