

Title:		Contents:	P-0800
NEGOTIATED PURCHASE TRANSACTIONS- DOCUMENTATION FORM		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
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Policy

Negotiated transactions over \$5,000.00 (purchase orders and agreements established without the benefit of a competitive bid process) must be approved by the Purchasing Agent and reported to the Board of Supervisors on a monthly basis.

Procedure

The Purchasing Agent will use the "Negotiated Purchase Documentation form" to document and justify the negotiated transaction. A standard "Justification/Board Summary" or one developed by the Purchasing Agent, will be included for each transaction over \$5,000.00 which is used in the monthly report to the Board of Supervisors.