

<b>Title:</b> <b>FOREWARD</b>		<b>Contents:</b> <b>A-0000</b>
		<b>Submitted By:</b> <b>Purchasing Division</b>
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This manual has been prepared to provide information and direction to the various departments in the County. Its purpose is to communicate policies and give guidance to buying personnel, personnel assigned to the purchasing function, and those with delegated purchasing authority. The manual is designed to explain and facilitate understanding of the County purchasing functions, policies, and procedures, and to serve as a tool in personnel training.

The manual will be revised and supplemented to meet new needs and conditions and should be kept current as policies and procedures are developed and issued by the Purchasing Agent. This manual is also available on the County's Intranet and may be accessed, downloaded and printed by use of a computer. You may access this document through the County web page by typing; [lacounty.gov](http://lacounty.gov) and search for Internal Services Department by clicking County Departments; then go to ISD Services; follow by accessing Purchasing/Contracting.

The policy statements contained in this manual represent the basic intentions and goals of the County. The policies represent basic procurement standards by which the County operates and methods used to carry them out. Policies and procedures are sometimes coordinated together in the policy or procedures section in order to gain a better understanding of the subject matter. Please consult the appropriate section of the manual for the specific subject.

Departmental policies not in conflict with this manual may be established and filed with the manual as a separate section. Departmental policies should be reviewed by the department head and materials managers prior to adoption.