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.