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| Title: | | Contents: | P-2500 |
| PURCHASES FROM COUNTY EMPLOYEES | | Submitted By: | Purchasing Division |
| | | Approved By: | Purchasing Agent |
| Effective Date: | 12-10-01 | Supersedes No.: | |
| | | Page No. | 1 of 1 |

Policy

Purchases shall not be made from a County or district employee or spouse unless authorization is obtained in each specific instance from the Board of Supervisors.

Authority

California Government Code and Los Angeles County Code, Chapter 2.81.970.

Procedures

Generally, purchases from County employees are made when the item is unique and not available from other sources.

The department and the Purchasing Agent determined that the pricing is reasonable and fair.

Approval is obtained from the Board of Supervisors by the department.

The department can request the Purchasing Agent to issue a purchase order as payment mechanism.