

<b>Title:</b>		<b>Contents:</b>	<b>PP-1100</b>
<b>RETROACTIVE PURCHASE ORDERS - PROHIBITED</b>		<b>Submitted By:</b>	<b>Purchasing Division</b>
		<b>Approved By:</b>	<b>Purchasing Agent</b>
<b>Effective Date:</b>	<b>12-10-01</b>	<b>Supersedes No.:</b>	
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**Retroactive Purchase Orders - Prohibited**

With limited exception, a properly executed Purchase Order must be in place prior to a department ordering or receiving goods or services. The Purchasing Agent will not process retroactive purchase orders in cases of unauthorized purchases made by any department.

An unauthorized purchase occurs when any department authorizes, negotiates or otherwise commits the County to do business with a specific vendor(s) to provide equipment, supplies or services that are above the delegated purchasing authority of the department, and without the prior knowledge, involvement and approval of the Purchasing Agent.

The only acceptable justification and exception for the Purchasing Agent to process a retroactive purchase order is in the event of a bona fide emergency, which is defined as: “a sudden, unexpected occurrence or set of circumstances demanding immediate action in order to maintain essential or critical services and/or to protect public health and safety.”

In general terms, emergency equipment or services are only authorized to repair or address the immediate need.

**Emergency Procedure**

Emergency requests should be handled in the following manner:

1. Department shall notify the Purchasing Agent prior to or immediately after calling a vendor to resolve the emergency situation.
2. The Department may also call the ISD Departmental Command Center for Friday emergencies at (323) 267-2321.
3. Department shall submit a requisition including detailed justification for the emergency request.
4. The justification letter shall include:
  - Explanation/details of the emergency purchase.
  - Include evidence of any competitive quotes or address reasonableness of price.
  - Signature authorization and approval by a Division Chief level or higher authority.
5. Purchasing Agent will review and if acceptable, will prepare a retroactive purchase order.

The Purchasing Agent reports all retroactive purchase orders to the Board of Supervisors on a monthly basis.

Note: If an unauthorized confirming retroactive purchase order is not approved by the Purchasing Agent, the vendor will be denied payment for the work and will be advised to file a claim with the Executive Office-Board of Supervisors.