2.4 CAPITAL ITEM PURCHASES

Budgeted capital purchases must be completed and received during the funded fiscal year and must be procured in accordance with the quote and mandatory bid thresholds. Bids for capital purchases budgeted for more than the $100,000 bid threshold should be prepared in the first quarter of the fiscal year. All budgeted capital purchases should be made prior to June 1 to ensure the goods are received prior to the end of the fiscal year. Requisitions for unbudgeted capital purchases must be submitted with the written approval (email) of the Budget Director attached in Enterprise ERP. Requests for unbudgeted capital purchases up to $100,000 must be accompanied by the written approval of the Budget Director, and purchases over $100,000 the written approval of the County Administrator.

10. SPECIAL PURCHASE CATEGORIES

10.1 INFORMATION TECHNOLOGY PROCUREMENT PROCESS

~~The following procedures are necessary to maximize consistency, cost efficiencies and life cycle management of the IT related equipment (telephones, computers, servers, copiers, printers, scanners, software, etc.), and apply regardless of funding source.~~

~~Departments shall not place orders for any item of hardware, related accessory, or software. Requests for all such purchases shall be made to the IT department through a help desk ticket. This restriction excludes new or replacement carrying cases and protective devices, such as screen protectors.~~

~~If a purchase is required, the IT department will obtain necessary quotes or prices for the item, determining the best value to the County, and either enter a requisition on behalf of the department, or use an existing department blanket PO, if appropriate. When the Purchase Order has been issued or identified, the IT Department will place the order, with the items shipped to the attention of IT. On arrival, the items will be installed, and the invoice entered by IT, and the help desk ticket closed.~~

Any item being installed on, or connected or plugged into, the County's computer or telephone network must be ~~requested on a help desk ticket~~approved by the IT Department, to ensure compatibility and compliance with security protocols. Procedures for the procurement of various types of products are provided as an appendix to this manual.

To comply with Governmental Accounting Standards Board Requirements, any software request, even at no cost, must have the associated terms and conditions, and the end-user license agreement attached.