

	CHANGES TO THIS MANUAL	Approval Date 10/22/12
	DIVISION AND POLICY NUMBER PURCHASING - 1006	Revision Date N/A

PURPOSE:

This Policy is to describe the process to amend a specific Policy and to establish a periodic review process for all purchasing policies.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

All Policies in this manual shall be reviewed every three (3) years to ensure that the Policy is still relevant and that the process described is accurate.

Users of this manual are encouraged to recommend improvements and/or revisions.

PROCEDURE:

The Purchasing Division will review all policies on or before the third year anniversary from initial approval. Proposed changes will be forwarded to all Elected Officials and appropriate Department Directors for comment prior to obtaining the BOCC approval.

1. The Purchasing Division will be responsible for making all changes to the manual.
2. All proposed changes to a Policy must be submitted to the Purchasing Division in writing.
3. Proposed changes will be circulated to the Elected Officials and Department Directors for a period of ten days for comment prior to being presented to the BOCC for final approval.
 - 3.1. If written comments are not received within stated time period, concurrence with the amendment is assumed.
4. Simple changes like grammar and/or punctuation changes made for clarification or easier interpretation may be made by the Purchasing Manager, as required, without BOCC approval.
5. Any change to a Policy that affects the scope, intent, content or approval authority must be approved by the Board of County Commissioners (BOCC) by resolution before it can be affected.
6. All questions regarding the change process for policies should be directed to the Purchasing Manager.

EXCEPTIONS:

There are no defined exceptions to this Policy.