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**Items Exempt from  
Procurement Process  
(Requires Direct Payment Voucher)**

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- ◆ Bond related expenses
- ◆ Case related expenses, such as towing, forensic services, witness expenses, storage expenses, copying of records and transcripts
- ◆ Charitable contributions (one time payment only)
- ◆ Child support payments
- ◆ Clerk of Court fees and expenses
- ◆ Debt service payments
- ◆ Employee reimbursements
- ◆ Hotel registration
- ◆ Indigent burials
- ◆ Inmate medical services
- ◆ Instructor fees
- ◆ Insurance (Worker's Compensation only with approval of the Risk Manager)
- ◆ Inter-local agreements and other transfers and exchanges between Constitutional Officers
- ◆ Land purchases and related costs (Board approval required)
- ◆ Library Materials
- ◆ Outside legal counsel (County Attorney approval required)
- ◆ Payments to off-duty officers
- ◆ Payments to other government agencies (all types of taxes, assessments, fees, permits, utility deposits, etc.)
- ◆ Postage (U.S. Post Office only, no invoice required)
- ◆ Pre-approved interview and/or moving expenses (Personnel only)
- ◆ Railroad signal maintenance
- ◆ Refunds on overpayments (tag & title fees, taxes, parking violations, payroll deductions, utility deposits, etc.)
- ◆ Registration fees (seminars, conferences, classes, workshops, etc.)
- ◆ Risk Management claims settlements (Board approval via Insurance Committee)
- ◆ SHIP down-payment assistance
- ◆ Subscriptions to newspapers and periodicals. Also, payments for public and legal advertising in same.
- ◆ Tags
- ◆ Telecommunications charges
- ◆ Travel vouchers
- ◆ Tuition, lab fees, books and required course materials to approved schools (registration forms required)
- ◆ Utilities

**Contact Information:**

Purchasing Manager  
(904) 278-3761 Ext.6625

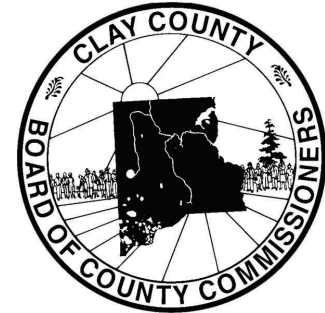
Contracts Coordinator  
(904) 278-3632

Buyer I  
(904) 278-3761

Purchasing Assistant  
(904) 278-3766

*The information referenced in this document can be found in the Clay County Florida Board of County Commissioners Purchasing Policies, effective January 1, 2007.*

**CLAY COUNTY BOARD OF  
COUNTY COMMISSIONERS**



**PURCHASING DIVISION**

**Telephone Number**  
(904) 278-3761



**Fax Number**  
(904) 278-3728



**Email Address**  
purchasing@co.clay.fl.us



**Website**  
ClayCountyGov.com

# Who has purchasing authority?

- ◆ Individuals who are on the County Manager's Purchasing Agents List, and...
- ◆ Individuals who have finished the Purchasing Agent's training and signed the Training Verification Form

# Important Reminders

- ◆ Goods and services shall not, under any circumstances, be ordered by any county employee from any vendor, at any time, without first obtaining a Purchase Order from the Finance department.
- ◆ Purchasing agents are forbidden from knowingly accepting any gift, gratuity, service or favor of any value from any vendor/potential vendor, including but not exclusive to, lunch, dinner, social activity, and promotional items.
- ◆ It is policy of the Board of County Commissioners that all exchange transactions be conducted at arm's length and within plain sight of the public.
- ◆ Favoritism in the purchasing process will not be tolerated.

## Purchasing Thresholds, Enabling Documents & Approval Authority

Effective January 1, 2007

Dollar Amount	Required Documents	Approval (any)
\$0 - \$24.99	None required	Purchasing Agent Supervisor Div/Dept Head
\$25 - \$100	Field Purchase Order (FPO) Purchase Requisition (PR) Purchase Order (PO)	Purchasing Agent Supervisor Div/Dept Head
\$100.01 - \$4,999.99	Purchase Requisition (PR) Purchase/Blanket Order (PO)	Div/Dept Head County Manager
\$5,000 - \$14,999.99	Purchase Requisition (PR) Purchase/Blanket Order (PO) 3 Verbal Quotes	County Manager
\$15,000 - 24,999.99	Purchase Requisition (PR) Purchase/Blanket Order (PO) 3 Written Quotes	County Manager
\$25,000 >	Purchase Requisition (PR) Purchase/Blanket Order (PO) Formal Bid	BCC

**Note:** Exceptions listed under 5 (13) (of the Clay County Florida Board of County Commissioners Purchasing Policies) shall be paid using a Direct Payment Voucher attached to and presented with the original invoice and, depending on the amount, signed as "approved to pay" in accordance with the thresholds and associated review and approval authorities listed

The above referenced information can be found in the Clay County Florida Board of County Commissioners Purchasing Policies; pages 20-25.

# Emergency Purchases

- ◆ Emergency purchases are to be made exclusively by the County Manager.
- ◆ An emergency purchase is defined as one brought about by a sudden, unforeseen and unexpected turn of events such as acts of God, riots, fires, floods, hurricanes, tornadoes, accidents, or other circumstances, causes, or events involving public health, safety, welfare, and/or injury or loss to the Board, that can only be rectified or minimized by immediate purchase of a commodity or service.

# Check List for Requisitions

- Request date
- Vendor number, name & address
- Department/Division number
- Name of Purchasing Agent
- Purchasing Agent signature
- Shipment info (if different from Dept/Div)
- Itemized & total expenditures amounts
- Fund/account number
- Contract/Bid & Work Order numbers (if applicable)
- Verbal or written quotes