

## **Purchasing Handbook**

The mission of the Purchasing Office is to serve the Taxpayers of Anderson County by assisting County Offices and Departments obtain goods and services for the best value while abiding by all applicable laws.

The "Anderson County Financial Management Policies and Procedures Manual" provides a guide for County Departments and employees regarding all policies and procedures established by the Financial Management Committee as required by the adoption of the "County Financial Management Act of 1981". Under this act the Finance Director is the Purchasing Agent. Currently, these positions in the Purchasing Office support the Purchasing Agent:

- Deputy Purchasing Agent
- Contract Manager
- Purchasing Clerk
- Asset/Surplus Clerk

This manual serves as a guide for Anderson County employees with purchasing responsibilities. It is not intended to be comprehensive. Unique situations often arise that require consultation with the Finance Department and/or the Legal Department.

### **Purchasing Authority**

All purchases must be reasonable, allowable, and necessary with clear, documented justification that lists the business need. Tennessee Constitutional mandate under Article 2, Section 29 states all purchases made with public money must be for the good of the public.

### **Purchasing Thresholds**

If an existing contract is not available, then vendor selection must be based on the following dollar threshold requirements:

\$50,000 or Greater = Formal Sealed Solicitation

\$10,000 to \$49,999 = At least three quotes

Up to \$10,000 = Best Purchasing Practices

Purchases may not be split in order to circumvent these requirements.

## **Purchase Orders**

With the exception of the items on the Direct Payment Authorization Listing, all expenditures require a Purchase Order.

The Purchasing Office generates Purchase Orders from Requisitions (Attachment 1) submitted by Departments. The requisitions must detail the following:

- Vendor name, address and phone number
- Description and cost of items to be purchased
- Shipping address
- Funding Codes
- Authorized User(s)
- Dates of travel if applicable

Requisitions must be signed by the Department Head or their designee. Departments must provide the vendor's W9 to the Purchasing Office prior to issuance of a Purchase Order.

Purchase Orders are reviewed and approved by the Deputy Purchasing Agent and then forwarded to the Deputy Finance Director. Finance Director approval is required for Purchase Orders \$5,000 or greater.

The Finance Director is authorized to make payments to vendors for purchase orders not to exceed 10% of the original purchase order price, up to a maximum amount of \$200.00. If the cost is expected to exceed this amount, then a purchase order must be issued for the additional cost before the vendor provides the goods or services.

## **Specific Types of Purchases**

### **Agreements and/or Contracts**

All agreements and contracts must be reviewed by the Purchasing Office and the Legal Department in advance of issuing a Purchase Order. This applies to software license agreements and subscriptions. The Law Director and the Finance Director must sign all agreements.

### **Assets**

Assets include all computers and any item that costs over \$1,500 with an expected useful life of one year or more. All assets are assigned property tag numbers as documented on the Property and Vehicle Acquisition Record (Attachment 2). The record must be returned to the Purchasing Office before payment is made to the vendor.

#### Blanket Purchase Orders

Departments may submit requisitions for lump sum amounts in order to reduce time and administrative costs where continued purchase of services or materials is anticipated from a single vendor. All authorized users must be provided.

#### Conference/Convention/Training Registration

Documentation must include the class or conference agenda with dates of class listed.

#### Contracts that Cross Fiscal Years

Contracts that exceed a 12-month term require Purchasing Committee and County Commission Approval. The Purchasing Committee meets at 4:30 p.m. on the 2<sup>nd</sup> Monday of each month. The Purchasing Committee agenda deadline is noon on the preceding Wednesday. County Commission meets at 6:30 p.m. the 3<sup>rd</sup> Monday of each month.

#### Computers and IT Services

Permission from the IT Department is required prior to purchasing computers and/or IT services. This requirement does not apply to the Board of Education.

#### Conflict of Interest

Employees with decision-making authority shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials or equipment for the county. Employees may not receive gifts (including food) from any vendors.

#### County-Wide Contracts

County-Wide Contracts established by the Purchasing Office must be utilized unless that contract contains minimum quantity or dollar amount requirements that exceed the amount needed or an exception has been authorized by the Purchasing Office.

Emergency Purchases: Department heads may make emergency purchases if immediately needed to protect the health, welfare or safety of the public and employees or when immediate repair is necessary to prevent further damage to public property, machinery or equipment. The requisition, invoice (if available) and Emergency Purchase Justification Form (Attachment 3) must be in the Purchasing Office before the close of the next business day following the date of such purchase. Failure to follow this procedure will place the responsibility for the purchase on the department head.

#### Financial Services Contracts

Contractors that process financial information for the County must provide the following reports on an annual basis:

- A Service Organization Controls (SOC) type 2 report, and
- The most recent Auditor's Peer Review Report.

#### Formal Sealed Solicitations

Purchases that are expected to be \$50,000 or greater (either at one-time or in aggregate during a fiscal year) must be preceded by a formal solicitation. Formal Solicitations must be advertised on Vendor Registry for at least ten days. The Purchasing Office must be provided a detailed scope of work in order to begin the process. The Purchasing Office will coordinate the details of the solicitation with the requesting Department.

#### Fuel Cards

Fuel cards may be issued to employees that operate County-owned vehicles according to the "Fuel Card Policy "and the "Fuel Card Agreement" (Attachment 4) form. Fuel cards may only be used for County-owned vehicles. A Purchase Order must be in place for the fuel expense before the card is used.

#### Fuel Products and Perishable Commodities

Pursuant to Tennessee Code Annotated, Section 5-14-108 (n) (1), purchase of fuel, fuel products and perishable commodities are exempt from public advertisement and competitive bidding when such items are purchased in the open market.

#### Piggy-Backing

Active contracts from other governmental entities may be used if the contract was established from a competitive solicitation and is similar in scope to the products/services needed by the County. Requests to piggy-back off an existing contract must be accompanied by the original contract, the original solicitation and an explanation of why Anderson County would not be able to improve on price and/or service. Contracts established this way are not mandatory-use. New motor vehicles (except special purpose vehicles such as school buses and ambulances) and purchases related to transportation infrastructure projects are excluded from this allowance.

#### Professional Services Contracts

Contracts for legal and auditing services by certified public accountants, engineers, architects and similar services by professional persons or groups of high ethical standards may not be based upon competitive bids, but shall be awarded on the basis of recognized competence and integrity. The Purchasing Office may be contacted to issue a Request for Qualifications in order to evaluate vendors. Contracts for professional services must be reviewed by the Purchasing Office and the Legal Department before services begin.

### Public Authorities

Bids are not required for services for which the rate or price is fixed by a public authority authorized by law to fix such rates or prices (e.g., utilities).

### Purchasing Cards

County employees may use Purchasing Cards to purchase goods and services, and for travel expenses. Procedures and requirements on obtaining and using a Purchasing Card are detailed in the Purchasing Card Policy (Attachment 5).

### Sole Source

Purchases may be completed without formal solicitation or competitive quotes if only one vendor can provide the goods or services needed. Sole Source purchase requisitions must be accompanied by a justification on the Sole Source & Exclusive Rights and License Justification Form (Attachment 6). Departments must fully justify why that particular product or service is needed and describe all the efforts made to ensure no other vendor can provide the goods or services required. The need for a particular proprietary item does not justify sole source procurement if there is more than one potential bidder for that item. Vendors that assert to be the sole provider for a particular product or service must provide written documentation of that claim. In cases of reasonable doubt, a competition will be solicited.

Decisions to enter into single source purchases that exceed \$50,000 must be advertised on vendor registry for ten (10) days prior to executing a purchase or contract.

### State Term Contracts

The County may purchase under the provisions of active contracts or price agreements entered into by the Tennessee Department of General Services Central Procurement Office (including all vehicles).

### Textbooks

The State Textbook Commission, created by Tennessee Code annotated 49-6-2201 - 2209 and 49-3-310, is responsible for preparing the official list of textbooks for approval by the Tennessee Board of Education. Local school boards select textbooks from this list. Textbook inventories are maintained in a state depository. Counties make their purchases directly from the depository.

### Used Goods

T. C. A. 12-3-1202 authorizes counties to purchase used commodities from private individuals and entities without public advertisement and competitive bidding. Purchasing must document the general range of value of the item as cited in a nationally-recognized source or through an appraisal by a licensed appraiser. The price must not be more than 5% higher than the highest value of the documented range.

### **Wireless Devices**

Requests for wireless devices are issued under the guidelines of the Wireless Devices Policy using the Request for Wireless/Electronic Device form (Attachment 7). Wireless devices purchased by Anderson County may only be used for conducting Anderson County business. Cell phones cost exceeding \$200 must be paid by the employee.

### **Circumventing Purchasing Policies**

Purchase Orders must be issued before ordering goods or services. This is necessary to avoid audit findings by the State Comptroller's office and to prevent the individual that made the purchase from being held personally responsible for the expenses.

If federal grant funds are involved, the State Comptroller's office reports non-compliance to the Federal Government, which may jeopardize grant contracts.

### **Surplus Property**

All commodities purchased by Anderson County Government must follow the disposal requirements for surplus property. The Property Disposition and Surplus Record form (Attachment 8) and photos are to be emailed to [surplus@andersontn.org](mailto:surplus@andersontn.org). The Purchasing Office will email a list of available surplus property every Monday to Department contacts in order to provide other County offices first opportunity.

Property that is not claimed by another Department will be advertised for sale on Govdeals. If the property fails to sell after three auctions, approval from the Purchasing Committee to discard the item(s) will be requested. Permission from the Purchasing Committee and County Commission is required before the surplus of capital assets.

### **Attachments**

Attachment 1 – Purchase Requisition

Attachment 2 - Property and Vehicle Acquisition Record

Attachment 3 - Emergency Purchase Justification Form

Attachment 4 – Fuel Card Policy and Fuel Card Agreement

Attachment 5 – Purchasing Card Policy

Attachment 6 – Sole Source & Exclusive Rights and License Justification Form

Attachment 7 –Wireless Devices Policy and Request for Wireless/Electronic Device Form

Attachment 8 - Property Disposition and Surplus Record Form



# Purchase Requisition

Vendor No. \_\_\_\_\_

Requisition No. \_\_\_\_\_

Name \_\_\_\_\_

Date Issued \_\_\_\_\_

Company \_\_\_\_\_

Date Needed \_\_\_\_\_

Street \_\_\_\_\_

Appropriation \_\_\_\_\_

City, ST, Zip \_\_\_\_\_

Object Code \_\_\_\_\_

Phone \_\_\_\_\_

Department \_\_\_\_\_

Office \_\_\_\_\_

Deliver To \_\_\_\_\_

Address \_\_\_\_\_

Justification/Notes/Contract Information

Qty	Item	Description	Unit Price	Line Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Total \$ -

Requisitioned By

Department Head - Approved for funds not in excess  
of the total estimated cost shown above.

Signature

Signature

Revised 8/28/2015

Attachment 2  
**ANDERSON COUNTY GOVERNMENT  
PROPERTY AND VEHICLE  
ACQUISITION RECORD**

Date Issued \_\_\_\_\_

This form must be completed and returned to Purchasing Office for any asset of \$1,500.00 or more, and *ALL* computers regardless of cost. The Finance Office will not process payment until the Purchasing Office has received and approved this form.

Property Tag Number/VIN Number: \_\_\_\_\_

Purchase Order Number \_\_\_\_\_ Requisition Number \_\_\_\_\_ Purchase Price \$ \_\_\_\_\_

Purchase Order Notes \_\_\_\_\_

Date Property Received \_\_\_\_\_ Expenditure Code \_\_\_\_\_

Serial Number: \_\_\_\_\_

Item Description \_\_\_\_\_

Vendor \_\_\_\_\_

Manufacturer/Model \_\_\_\_\_

Current Location of Item \_\_\_\_\_

Useful Life \_\_\_\_\_

Received By \_\_\_\_\_

Appraised Value \$ \_\_\_\_\_ (For Donated Property Only)

Property Donated By \_\_\_\_\_

I certify that the above-described property has been received:

\_\_\_\_\_  
Department Head/Official (Please Print Name)

\_\_\_\_\_  
Department Head/Official Signature & Date

Purchasing Office Use Only			
		Initials	Date
All Assets	Entered Into Asset Spreadsheet		
Capital Assets	Entered Into Asset Works		
	PO Liquidated		
Reconciled By:			Date



## EMERGENCY PURCHASE JUSTIFICATION FORM

To: ANDERSON COUNTY PURCHASING  
COURTHOUSE – ROOM 214  
100 NORTH MAIN STREET  
CLINTON, TN 37716

RE: REQUISITION # \_\_\_\_\_

\_\_\_\_\_  
DATE & TIME OF EMERGENCY

### EMERGENCY PURCHASE DEFINITION

Emergencies are defined as acts of God or otherwise uncontrollable or unforeseeable circumstances; a condition that would endanger the health of the residents or Anderson County, or cause additional and extensive damage to county property, or would adversely affect programs in Anderson County Government.

### AFFIDAVIT

Please state the conditions or circumstances requiring the emergency purchase.

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We certify that the articles or services listed on the above requisition were purchased on an emergency basis due to the conditions or circumstances outlined above.

### READ BEFORE SIGNING

AFFIDAVIT DATED \_\_\_\_\_

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
DIRECTOR OF FINANCE SIGNATURE

## **Anderson County Fuel Card Policy**

Fuel cards allow the purchase of gasoline and diesel fuel to be more efficient. The cards are accepted at most gas stations. All cardholders must sign the *Anderson County Government Fuel Card Agreement Form* before a fuel card will be issued.

### **Responsibilities of the Departments**

- Fuel card purchases must be compliant with purchasing guidelines and rules. Departments Heads are responsible for the proper use of fuel cards.
- The County will not pay Tennessee sales tax for any reason. It is the responsibility of the cardholder to ensure that sales tax is not charged. Tax-exempt forms are available in the Finance Department. Cardholders must obtain a credit for any sales tax by the next billing cycle. The invoice will remain unpaid until a credit is obtained by the cardholder.
- As with all of the County's purchasing guidelines, cardholders shall not make purchases from friends or relatives where the cardholder has a financial interest.
- Each department shall submit a requisition to the Purchasing Office with Wright Express as the vendor. The requisition is to state the amount to be encumbered out of the gasoline expenditure code 425. Once a month, the Department shall submit a partial pay request form to the Finance Department for payment approval. Departments are to audit and review invoices to verify that all charges are valid and if needed, submit an Excel spreadsheet detailing the gas usage. The original receipts must be maintained at the department level for two-years.
- The cardholder must protect the security of the card and the card account number. The cardholder must not share the card PIN number with anyone.
- The cardholder must notify Wright Express at 1-800-492-0669 immediately if the card is lost or stolen. The cardholder must also report a lost or stolen card to the Purchasing Office. Failure to report will result in unauthorized purchases being the responsibility of the cardholder.

### **Other provisions and guidelines**

- Any attempt to use the card in a manner that is not within these guidelines will result in the card being revoked.
- The cardholder shall not use the card for any personal use. Any unauthorized purchases made with the card will be the personal responsibility of the cardholder. The County will use any means at its disposal, including payroll deduction, to recover the cost of any unauthorized transactions and the card will be revoked.

**Anderson County Government  
Fuel Card Agreement**

**This document outlines the responsibilities I have as holder/user of a fuel card for Anderson County Government.**

1. I acknowledge that the fuel card is only to be used to purchase fuel required for the conduct of Anderson County business. I agree the fuel card may only be used to purchase fuel for County-owned vehicles.
2. I agree that use of the fuel card for personal purchases or in any manner not related to the conduct of Anderson County business will be considered misappropriation of County funds. This misuse can result in my immediate and irrevocable forfeiture of the fuel card; disciplinary action up to and including termination of employment; and other legal action as are deemed appropriate. I agree that the amount of any personal charges on the fuel card may be deducted by Anderson County from my paycheck or any other amounts owing by the County to me and that I will pay promptly for such unauthorized personal charges.
3. I understand that I must surrender the fuel card and any card information upon my termination of employment with Anderson County, whether for retirement, voluntary separation, resignation, or dismissal for any other reason as determined by Anderson County.
4. I will maintain the fuel card, and account information with appropriate security at all times. If the card is stolen or lost, I agree to call Wright Express at (1-800-492-0669), immediately to report such loss, 24 hours/day, 7 days/week.
5. I understand the authority to use this card is mine and cannot be transferred to another employee or non-employee. I will not share my PIN number with anyone else.
6. I agree to submit all documentation and receipts as required for all charges I make.
7. I agree that the fuel card may be revoked for any reason as determined at the discretion of the Finance Director.
8. I agree to all rules and regulations of the Anderson County Fuel Card Policy & Guidelines.

**Employee Signature:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ (Please print)

**Department/Group:** \_\_\_\_\_ **Employee 4-Digit PIN Number** \_\_\_\_\_  
(i.e. Sheriff's Dept. Operations, or Drug Enforcement, EMS)

**Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **Anderson County Purchasing Card Policy**

## **A. Introduction**

Anderson County's Purchasing Card (PCard) Program allows expenses to be paid directly by Cardholders instead of through a check.

All purchases must be reasonable, allowable, and necessary with clear, documented justification that lists the benefit to the County. Tennessee Constitutional mandate under Article 2, Section 29 states all purchases made with public money must be for the good of the public.

Questions about PCard purchases should be directed to the Purchasing Office.

## **B. Card Administration**

### **Obtaining a Purchasing Card**

The steps required to apply for a Purchasing Card are:

1. The required Cardholder Training must be completed.
2. The "Cardholder Agreement" must be completed and submitted to the Purchasing Office. The Agreement requires approval by the Department Head.
3. The "Cardholder Profile" must be completed and submitted to the Purchasing Office. The Profile must justify the need for the PCard, provide recommended transaction limits and list the types of anticipated transactions. The Profile requires approval by the Department Head.

### **Spending Limits**

Limits are established by the Cardholder's Department Head. There are single transaction limits and limits on how many times a card may be used per day. Funds are added to the Purchasing Card through requisitions.

### **Merchant Category Codes (MCC)**

Vendors all register with credit card companies under specific MCCs. The code reflects the primary category in which the merchant does business. Each card will be restricted by MCCs according to the types of anticipated transactions as detailed on the Cardholder Profile.

### **Card Expiration**

Refresher training will be required before renewal cards are issued.

### **Name Change/Authorization Change/Office Transfer**

Name Changes, Authorization Changes (example: adding the ability to pay for travel expenses) require a new Cardholder Agreement/Application.

## Attachment 5

### **Sales Tax Exemption**

All Purchasing Card Transactions are exempt from Tennessee Sales tax. Wallet-sized tax-exemption cards are provided by the Purchasing Card Office with new cards. Cardholders will be responsible for reimbursing the County's Finance Department for any Tennessee sales taxes charged to the PCard. Cardholders may contact the Purchasing Office for assistance with obtaining tax-exempt status for online purchases.

### **Billing Address**

The correct billing address for all Purchasing Cards is:  
100 North Main Street  
Suite 214  
Clinton, TN 37716

The billing cycle runs from the sixth of the month through the fifth of the next month.

### **Card Declines**

The Purchasing Office must be contacted in the event of a card decline.

### **Credits**

If a Cardholder returns an item to the vendor, the vendor must issue a credit to the Cardholder's account or issue a check payable to Anderson County. The Cardholder is NOT authorized to receive a cash payment for returned merchandise. The paperwork for the credit must reference the original purchase. The check and a memo of explanation that lists what the check is for, the funding and object code of the original purchase should be sent to the Finance Department.

## **C. Cardholder Responsibilities**

A cardholder's primary responsibilities include:

- Following all Purchasing and Travel policies, laws and rules.
- Maintaining the security of the Purchasing Card and the account number.
- Immediately reporting lost/stolen cards to the bank and to the Purchasing Office.
- Obtaining itemized receipts.
- Inspecting delivered orders within 5 business days of receipt to ensure order accuracy.
- Loading Receipts into the vendor's web-based system within 48 hours after email notification.
- Ensuring the justification for each transaction provides a clear reason for the purchase.
- Resolving disputed transactions with the vendor and/or the bank.
- Following up with vendors on outstanding transactions if card is not charged within 2 weeks of purchase.
- Discontinuing use of the Purchasing Card prior to separation from the County to ensure all outstanding charges are cleared.
- Destroying card prior to separation from the County

### **Purchasing and Travel Policies, Laws and Rules**

Misuse of a Purchasing Card is the inadvertent violation of policy. Abuse is the deliberate or negligent violation of laws, rules, or policy. Fraud is the unauthorized use of the Purchasing Card or account number by someone other than the Cardholder.

The Purchasing Card is to be used for official business only. Misuse or abuse of the Purchasing Card can result in disciplinary action, including reimbursement to the County for unauthorized purchases and termination of employment in accordance with personnel rules.

Some examples of misuse or abuse of the Purchasing Card are:

- Using the card to make a personal purchase.
- Not obtaining required approvals.
- Not inspecting PCard order within five days of receipt.
- Carelessness in maintaining the security of the card.
- Splitting transactions to circumvent purchasing thresholds.
- Allowing someone besides the Cardholder to commit fraud by using the Purchasing Card or account number.
- Falsifying records.

### **Ethical Purchasing**

As with all of the County's purchasing guidelines, cardholders shall not make purchases from friends or relatives where the cardholder has a financial interest. Cardholders may not accept gifts from any vendor.

### **Card Security**

- The Purchasing Card shall be kept in a secure location. A sleeve is provided when the Card is issued. It should be in the sleeve in a separate location from personal credit cards to minimize the risk of accidental use for a personal purchase.
- The account number shall be redacted from receipts and other documentation.
- Online purchases are only to be made through secure payment sites (with webpage addresses that start with "https").
- The account number shall not be provided over the phone unless the Cardholder initiates the call.
- Only the person whose name is on the Purchasing Card is allowed to possess and/or use it.
- Replacement and renewal Purchasing Cards will not have new account information. When a replacement Purchasing Card is received, the Cardholder must shred or cut the old one into small pieces and toss the pieces in separate trash cans.

### **Lost or Stolen Cards**

If the Purchasing Card is lost or stolen during normal business hours, the Cardholder must notify the Purchasing Office. If after normal business hours, the Cardholder must immediately call the bank's commercial card services department (865-495-5411) and notify the Purchasing Office the next business day. If the bank asks the Cardholder if a replacement card is needed, the Cardholder must say no. The Cardholder is not authorized to order a new Purchasing Card.

## Attachment 5

### **Receipt Requirements**

- Receipts must be itemized and include a description of the goods or services, quantity, and cost per unit.
- If the receipt does not contain itemized information, a combination of documents (such as invoice, packing lists, web page screen-prints) may be used.
- The receipt must identify the vendor.
- The Cardholder is to add any of this information if it is missing.

If the original receipt is lost and the vendor cannot provide a replacement receipt, the Cardholder must submit the "Lost Receipt Form". This form may only be used as a last resort and must fully explain the reason that a receipt is not available.

### **Justification**

The Cardholder must provide a justification for each transaction. The justification must document the reason for the purchase. Atypical purchases must list the benefit to the County.

### **Vendor Disputes**

The dispute process is followed when an incorrect, unauthorized, or otherwise questionable transaction is placed on the Purchasing Card. Common reasons for a dispute include:

- The Cardholder did not authorize the charge.
- Goods or services were not received.
- Goods received were damaged or defective.
- Goods or services received were not what were ordered.
- The charge amount does not agree with amount authorized.
- A credit appears as a charge.
- The charge is a duplicate charge.

If a vendor is to provide the Cardholder a credit because of the vendor's error, the dispute process must be followed until the credit is received.

The following are not valid reasons to file a dispute:

- A receipt has not been provided.
- The vendor charged taxes.
- The Cardholder ordered the wrong item.

If a vendor is to provide the Cardholder a credit because of the Cardholder's error, the charge cannot be disputed.

### **Steps in the Dispute Process**

Upon receipt of notification of a disputed transaction Suntrust will place a provisional credit on the Cardholder's account. In order to initiate a dispute, the Cardholder is to complete the Suntrust Dispute Form through the Suntrust Enterprise Platform. The vendor has up to 45 days to respond to the dispute and 30 days after their response to generate a credit.

**Discontinue Usage of the Purchasing Card Prior to Separation from the County**

A Cardholder who plans to leave the Department must work with their Department Head to make sure all pending transactions are properly closed out.

**D. Purchasing Rules (PCard)**

Specific rules for PCard purchases are provided below. Cardholders are expected to be familiar with purchasing rules. The Purchasing Office should be contacted with any questions.

**County-Wide Contracts**

County-Wide Contracts established by the Purchasing Office must be utilized unless that contract contains a minimum purchase amount or an exception has been authorized by the Purchasing Office.

**When a Specific Vendor is Not Mandated**

If a County-Wide Contract is not available, then the vendor is to be selected based on Anderson County policy. The Purchasing Office must be contacted prior to making any purchase over \$8,000. Quotes and or a formal solicitation may be required.

**Splitting Transactions**

It is not allowable to split a transaction in order to circumvent purchasing policy, such as the requirement to obtain quotes for purchases over \$8,000.

**Agreement or Contract**

All agreements and contracts must be reviewed by Purchasing Office and the Legal Department in advance. This applies to Software Agreements and Subscriptions.

**Assets**

The PCard may not be used to purchase assets unless prior approval is obtained from the Purchasing Office. Assets are all computers and any item that costs over \$1,500 with an expected useful life of one year or more.

**Conference/Convention/Training Registration**

Documentation must include the class or conference agenda.

**Computers and IT Services**

Permission from the IT Department is required prior to purchasing computers and/or IT services. This requirement does not apply to the Board of Education.



Attachment 5

**Travel Related Expenses**

The PCard may only be used to pay for travel-related expenses that are 100% reimbursable.

Examples include but are not limited to:

ALLOWABLE	NOT ALLOWABLE
Conference Registration	Meals
Hotel Room	Movies
Airfare	Personal Phone Calls
Vehicle Rental	Gift Shop Purchases
Parking	Hotel Beauty Shop
Taxi (tip cannot exceed 15%, must be itemized)	Other Hotel Services
Business Fax	Fuel for Personal Vehicle

**Gift Cards**

The Purchasing Card may not be used to buy gift cards.

## **E. Department Head Responsibility**

Departments Heads are responsible for ensuring that all purchases paid with the PCard are made in the best interest of the County.

The Department Head must sign all Cardholder Agreements and Cardholder Profiles. The Department Head is responsible for providing internal approval requirements and delegations to the Purchasing Office in order to establish and maintain approval flows for the requisition and reconciliation processes.

The Purchasing Office will conduct an annual review of Cardholder usage in order to analyze specific account controls and report any recommended changes to Department Heads. Department Heads must review the recommendations and either confirm the changes or certify reasons the changes are not suitable.

**Anderson County Government Purchasing Card Agreement**

**This document outlines the responsibilities I have as holder/user of a purchasing card for Anderson County Government.**

1. I acknowledge that the purchasing card is intended to facilitate the purchase of and payment for goods and services required for conducting Anderson County business only, I agree NOT to use the card for personal charges.
2. I agree that use of the purchasing card for personal purchases or in any other manner, which is unrelated to the conduct of Anderson County business, will be considered misappropriation of County funds. This misuse can result in my immediate and irrevocable forfeiture of the purchasing card; disciplinary action up to and including termination of employment; and such other legal action as are deemed appropriate. I agree that the full amount of any personal charges on the purchasing card may be deducted by Anderson County from my paycheck or any other amounts owing by the County to me and that I will pay promptly for such personal charges.
3. I understand that I must destroy the purchasing card upon my termination of employment with Anderson County.
4. I will maintain the purchasing card and any card information with appropriate security at all times. If the card is stolen or lost, I agree to call the Bank at (865-495-5411) **IMMEDIATELY** to report such loss and to notify the Purchasing Office the next business day.
5. I understand the authority to use this card is mine and cannot be transferred to another employee or non-employee.
6. I agree to submit all documentation and receipts as required for all charges made by me.
7. I agree to all rules and regulations of the Anderson County Purchasing Policy.

My signature below indicates that I have read and understand these responsibilities.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Attachment 5

**Anderson County Government Purchasing Card Cardholder Profile**

Employee Name: \_\_\_\_\_

Justification for Obtaining a Purchasing Card:

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Single Transaction Limit: \_\_\_\_\_

Number of Transactions Allowed per Day: \_\_\_\_\_

Types of Anticipated Purchases:

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Employee Signature: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Missing Receipt Form**

This form is to be used as documentation for a missing receipt ONLY if the merchant cannot produce a duplicate receipt. It is allowed only in a rare circumstance. This form is to be completed and signed by the PCardholder. Repeated use of this form as may result in suspension or cancellation of the PCard.

Cardholder Name: \_\_\_\_\_

Vendor Name & Location: \_\_\_\_\_

Transaction Amount: \_\_\_\_\_

Date of Transaction: \_\_\_\_\_

Explanation of why the receipt is missing & attempts made to obtain a duplicate:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Itemized Purchase, Attach additional sheet if necessary	
Description of Item	Itemized Cost
Total Cost:	

By signing this form, I certify that:

- No original receipt is available
- I attempted to obtain an itemized receipt from the vendor
- This purchase is compliant with Anderson County Purchasing Policy

Signature \_\_\_\_\_

Date \_\_\_\_\_



# ANDERSON COUNTY GOVERNMENT

## SOLE SOURCE & EXCLUSIVE RIGHTS AND LICENSE JUSTIFICATION FORM

**SUBMIT WITH REQUISITION TO PURCHASING DEPARTMENT**

**DATE:** \_\_\_\_\_

**CHECK ONE:**

- ☐ Sole Source – Product or service(s) is only available from a single vendor or supplier.
- ☐ Exclusive Rights & License – Vendor holds exclusive patents and/or license for this product. An Exclusive Rights letter with current date must accompany this request.
- ☐ Upgrade or renewal to an existing software system – Provide information regarding current software system.

Requisition Number: \_\_\_\_\_ Requisition Amount: \$ \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Telephone #: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Requesting Official: \_\_\_\_\_

### **JUSTIFICATION FOR THE REQUEST**

***What is the function of this product or service?  
Why is it needed? What makes it unique?***

*This information will be used to approve or deny the purchase. PLEASE BE SPECIFIC.*

*ATTACH MEMO IF ADDITIONAL SPACE IS NEEDED. Sole Source purchases that exceed the bid threshold will be noticed on vendor registry for 10 business days prior to purchase approval.*

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**NOTE:** We use the Google test to search for comparable products or services. If found, it is **NOT** considered a sole source product or service.

## **Anderson County Government Wireless Devices Policy**

### **Purpose**

This policy establishes guidelines for the purchase and appropriate use of wireless devices for county employees. Wireless devices include cell phones, hotspots and GPS units.

All County purchases of wireless devices must also comply with all Purchasing procedures and policies. All wireless devices are Anderson County property and may only be used for conducting Anderson County business.

### **Requesting a Cellular Device**

A *Request for Wireless / Electronic Device Form* (the form) must be submitted to the Purchasing Office. The form is to identify the type of device and service plan needed, the funding codes and the justification.

Simple convenience is not a sufficient justification for a wireless device. Justifications include:

- Employee frequently travels on County business or regularly works outside of their assigned office.
- Safety of employee.
- Employee's position requires access outside of normal business hours

Available Plans:

- Basic calling (employee may only make and receive calls).
- Texting plan enables an employee to receive and send text messages.
- Data plan permits an employee to send and receive email and access the internet.

When applicable, the elected official/department head must determine the best shared plan for their employees.

The form includes the terms and conditions of wireless use and must be signed by the employee as an acknowledgement that these have been read and understood by the employee. The form must also be signed by the elected official/department head.

Each elected official/department head is responsible for the wireless devices in their department and is responsible for reviewing the usage on a periodic basis, to ascertain the reasonableness of the usage.

A new form is required for a change in a wireless device or service.

### **Loss or Damage**

Employees issued wireless devices are responsible for the security and maintenance of the device and must promptly report any damage, loss, theft, or vandalism to the Purchasing Office at 457-6218 or at [purchasing@andersontn.org](mailto:purchasing@andersontn.org) and to the employee's supervisor. The Purchasing Office will review circumstances and arrange for the replacement or repair of the lost/stolen/damaged device.

**Additional Terms and Conditions**

Employees are discouraged from using a wireless device to make or receive calls while driving. Employees must follow all Federal and State laws regarding the use of wireless devices in motor vehicles. Texting or emailing while driving, and operating a wireless device in school zones are illegal in Tennessee. Other states have more stringent laws.

Employees that are fined for violations are responsible for payment of the fines and may be subject to disciplinary action.

In all cases, use of a County provided wireless device is subject to the acceptable use restrictions covered in the "Electronic Mail Acceptable Use Policy".

**Violations**

Failure to comply with County policy regarding wireless devices may result in disciplinary action, including termination of wireless device privileges. Any fees incurred through abuse of this policy constitutes misappropriation of County assets and misuse of government property, which may be subject to appropriate discipline. The County reserves the right to take legal action to recover any costs wrongly incurred by the county due to an employee's violation of this policy.



**Request for Wireless/Electronic Device Form**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Justification: \_\_\_\_\_

Requested Device: \_\_\_\_\_

Requested Accessories: \_\_\_\_\_

Device & Accessories Cost: \_\_\_\_\_

Device & Accessories Cost Budget Code: \_\_\_\_\_

Monthly Rate Plan Cost: \_\_\_\_\_

Monthly Cost Budget Code: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Elected Official/Department Head Signature: \_\_\_\_\_

**(By signing this form the Employee and Elected Official/Department Head certify agreement and compliance with the Anderson County Government Wireless Devices Policy.)**

Finance Director Approval: \_\_\_\_\_

Deputy Purchasing Agent Approval: \_\_\_\_\_

Wireless Vendor: \_\_\_\_\_

Date Ordered: \_\_\_\_\_

Wireless Phone Number Assigned: \_\_\_\_\_

Attachment 8  
**ANDERSON COUNTY GOVERNMENT**  
**PROPERTY DISPOSITION AND SURPLUS RECORD**

- Property declared to be surplus may be transferred to another Anderson County office or be sold at internet auction.
- The IT Department will manage the disposition of hard drives.
- The Vehicle Inspection Form is to be used to sell vehicles. A police report must accompany this form if the property was stolen.
- Transferring property to an Entity outside of Anderson County requires Purchasing Committee and County Commission approval.
- This form should be emailed to [Surplus@andersontn.org](mailto:Surplus@andersontn.org)

\_\_\_\_\_ requests to surplus property as detailed below.  
 (Department)

\_\_\_\_\_  
 Signature of Department Head/Elected Official

\_\_\_\_\_  
 Date

<b>Asset Tag Number</b> (N/A if no Tag).	<b>Property Description</b> (Vehicles - list Year, Make, Model and Location)	<b>Serial Number/ VIN Number</b> (N/A if no Serial No.)	<b>Property Condition</b> (Working, inoperable, unknown)

Attach additional sheet(s) if necessary.

**Property Disposition Method (check applicable box)**

<b>Internet Auction</b>  Fund #: _____ Fund Description: _____ _____ (Attach photos of item(s) to record)	<b>Purchasing Office Use Only</b> Govdeals ID#: _____ Date: _____ Sale Amount: \$ _____ Date removed from Asset Listing: _____
<b>Transfer Property</b>  To: _____ (Department)  _____ Signature of Receiving Department Head/Elected Official	
Date: _____	
<b>Trade In</b> Purchase Order Number of Trade in: _____	
<b>Stolen or Lost</b> (Attach copy of Police Report)	
<b>Property Destroyed</b> (Attach explanation)	

Received by Purchasing Office: \_\_\_\_\_  
 (Date)

Deputy Purchasing Agent Signature: \_\_\_\_\_  
 Property Disposition & Surplus Record