

## RESOLUTION 2013-13

A RESOLUTION ESTABLISHING CONSENT OF PURCHASES  
DURING REGULAR COMMISSION MEETINGS  
AND RESCINDING RESOLUTION 2001-21, SAME, ADOPTED JULY 9, 2001  
AND RESOLUTION 1986-19, RESOLUTION ESTABLISHING PROCEDURES FOR  
PURCHASING OF SUCH SUPPLIES AND EQUIPMENT AS ARE NECESSARY FOR  
BARTON COUNTY, ADOPTED DECEMBER 1, 1986

**WHEREAS**, the Board of County Commissioners of Barton County, Kansas, believes it appropriate to clarify issues regarding purchases of consumable and durable goods by elected officials and department heads, and

**WHEREAS**, the Board believes clarifying such issues will further Commission goals that County moneys be spent in an appropriate, responsible, and transparent manner, and

**WHEREAS**, such a policy has historically been described as a "Consent of Purchase Policy".

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Commissioners, Barton County, Kansas, establishes the following procedures for purchases of consumable and durable goods by County elected and department heads:

1. Consumable goods are products that get used up or discarded. Examples include office supplies such as paper, pens, file folders, computer disks, toner, ink cartridges, and similar items. Consumables also include such items as asphalt, road sand, and similar items. Consumables also include food, drink, and similar items. Consumable goods typically will have a life span of three years or less.
2. Durable goods are goods that do not quickly wear out, and yields utility over time. Most purchases of equipment are purchases of a durable good.
3. The purchase of specific items of consumable goods generally does not require approval by the Commissioners at the time of purchase. The authorization for such purchases is implicit in the budget of the appropriate elected official or department head. For example, the Sheriff does not need authorization to purchase food for inmates, nor does the Road and Bridge Director need authorization to purchase asphalt, road sand, or road ice since funding for such purchases is contained in the appropriate annual budget.
4. For durable goods that cost two thousand dollars or less, elected officials or department heads may purchase such items without prior Commission approval if there are adequate funds in the elected official/department head budget.
5. For durable goods that cost between two thousand dollars (\$2,000.00) and four thousand dollars (\$4,000.00), the elected official or department head shall discuss the purchase in study session with the Commissioners. After the study session, the item will appear on a consent agenda as soon after the study session as practicable, normally the following week. The consent agenda will contain the following description:

Department, Item(s) to be purchased, Vendor, Cost, Line from which payment is made

The elected official/department head shall not be required to be present at the agenda to discuss the purchase. The County Counselor / Administrator will insure that appropriate items are listed on the consent agenda. Once the Commissioners vote to approve purchase of items on the consent agenda, the item(s) may be purchased.

6. Durable goods costing in excess of four thousand dollars (\$4,000.00) will require approval by the Commissioners during an agenda.
7. Emergency purchases of durable goods may be authorized by the County Counselor / Administrator. The County Counselor / Administrator may determine if an emergency exists to authorize an emergency purchase. The Commissioners may validate emergency purchases by an after the fact approval in the manner set out in paragraphs 5 and 6 above.
8. The County Counselor / Administrator may also authorize purchases of durable goods if a better price may be obtained by acting promptly to make the purchase. An example is a purchase of equipment from State Surplus when that property might not be available for purchase if the regular purchasing cycle is followed. In such a situation, an after the fact approval by the Commissioners shall be required.

**FURTHER**, that Resolution 2001-21, A Resolution Establishing Consent of Purchases During Regular Commission Meetings and Rescinding Resolution 1996-07, Adopted January 15, 1996, is hereby rescinded; and

**FURTHER**, that Resolution 1986-19, Resolution Establishing Procedures for Purchasing of Such Supplies and Equipment as are Necessary for Barton County, Adopted December 1, 1986, is hereby rescinded.

**Dated** this 24<sup>th</sup> day of June, 2013.

BOARD OF COUNTY COMMISSIONERS



Don Cates, Chair



Don Davis, Commissioner



Homer Kruckenberg, Commissioner

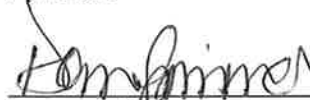


Jennifer Schartz, Commissioner



Kenny Schremmer, Commissioner

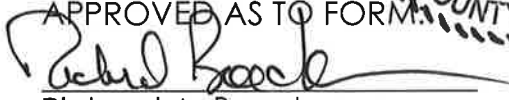
ATTEST:



Donna Zimmerman  
County Clerk



APPROVED AS TO FORM:



Richard A. Boeckman,  
County Counselor