

HARNETT COUNTY PURCHASING POLICY AND DEPARTMENTAL GUIDELINES

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A. PURPOSE

The purpose of this policy is to provide adequate accounting records of outstanding encumbrances of County funds to insure that the accounting system reflects the true financial condition of the County. Encumbrances include all outstanding purchase orders, unpaid invoices and agreements or contracts that have not been completed for which the County has an obligation to expend funds. Encumbrances against an appropriation are an obvious reduction in the amount available for future expenditures, and only when the encumbrances are recorded is a true report of the financial condition of a department or County evident.

To get the most value from this manual the following suggestions are offered:

1. All Department Heads should be familiar with this manual.
2. All personnel involved in the purchasing process should review the manual.
3. All new personnel who may be involved in purchasing items for the County should review this manual before participating in any purchasing.
4. The manual should be accessible to everyone concerned with purchasing items for the County.

The basic goals of the County's purchasing program are:

1. To comply with the legal requirements of public purchasing and procurement.
2. To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the County.
3. To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance and other relevant factors.
4. To provide County departments the required goods, equipment, and services at the time and place needed and in the proper quantity and quality.
5. To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitment, follow-up, and adjustments.
6. To promote good and effective vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.
7. To effect maximum feasible standardization of products used within and among departments in order to minimize stock levels and obtain better prices.

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B. APPLICABILITY

These procedures are applicable to all departments of Harnett County.

CONFLICT OF INTEREST, PUBLIC OFFICER TRADING WITH SELF: [G.S. 14-234]

State law prohibits public officers and employees from

- a. Deriving a direct benefit from contracts they are involved in making or administering [G.S. 14-234 (a)(1)];
- b. Attempting to influence any other person who is responsible for making or administering a contract from which the public officer or state employee derives a direct benefit [G.S. 14-234 (a)(2)]; or
- c. Soliciting or receiving any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency [G.S. 14-234(a)(3)].

A person derives a direct benefit if the person or his or her spouse (1) has more than a 10 percent interest in the entity that is a party to the contract, (2) derives any income or commission directly from the contract, or (3) acquires property under the contract.

Exceptions include

- a. Contracts with banks and utilities [G.S. 14-234(b)(1)];
- b. Property conveyed under a court order in a condemnation proceeding [G.S. 14-234(b)(2)];
- c. Employment contracts with the spouse of a public officer [G.S. 14-234(b)(3)];
- d. Remuneration for goods or services provided under public assistance programs, subject to certain conditions [G.S. 14-234(b)(4)];
- e. Contracts with public officers—including city, county, and school governing board members and appointed members of specified boards—in any municipality with a population of no more than 15,000 and any county or school jurisdiction with no incorporated municipality of more than 15,000. Contracts may not exceed, within a twelve-month period, \$12,500 for medically related goods or services and \$25,000 for other goods and services. Additional procedures and reporting requirements apply to contracts under this exception. [G.S. 14-234(d1)] Contracts that are subject to the bidding requirements (formal or informal) are not eligible for this exception and are therefore prohibited even if the other elements of this exception are present. [G.S. 14-234(d2)]

A person who benefits from a contract under any of these exceptions is prohibited from participating in or voting on the contract. [G.S. 14-234(b1); G.S. 14-234(d1)(2)] Violation of G.S. 14-234 is a Class 1 misdemeanor. [G.S. 14-234(e)]

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C.1. Definition

The purchasing process begins when an employee determines that there is a need for goods or services.

C.2. Responsibility

A designated employee from each department keys the purchase requisition into the HTE System. The following information must be included on the requisition when it is entered into HTE.

1. From: Name of Department
2. Date of Request
3. Date goods or services are required (completion date)
4. Vendor and vendor number
5. Quantity - number of units or items
6. Unit - cases, cartons, dozen, etc.
7. Description of goods or services desired
8. Cost of goods or services including shipping/handling. Be sure to add shipping/handling even if you have to estimate.
9. Budget account number
10. All purchase requisitions must have the type of funds used in the “Reason for Ordering” line of the purchase requisition. This is done at the requisition level on the requisition entry screen of HTE. The type of funds which should be keyed on the “Reason for Ordering” line should be Federal, State, or County. In addition, grant funds are being used, state the type of grant and the percentage of funds used such as:

Federal	50%
State	25%
County	25%

Any purchase requisitions without this information will be returned to the department. No purchases can be made without the appropriate purchase requisition approval.

C.3. Authorization

The department head approves all purchase requisitions in the HTE System. The purchase requisition is then sent electronically to the purchasing agent for buyer approval.

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C.4 Buyer Processing

Buyer processing is done daily. *All purchases require a purchase order. Exceptions: Travel, Training, and Utilities.*

C.4.1.1 Purchases of \$5,000 or more require three quotes and should be keyed on the purchase requisition in the HTE System. The fixed asset dollar limit is \$5,000.00 or more. Quotes can be obtained by telephone, catalogs or in a written form.

C.4.1.2 Purchases of \$30,000 up to \$90,000 require informal bid procedures. Purchase requisitions for all informal bids of \$30,000 or more, regardless of the nature, will be required to list the names of the individuals from which bids were requested as well as the names of the individuals from which bids were received in the HTE System. In addition, the Request for Proposals (RFP) must be sent to the Finance Office.

C.4.1.3 Purchases of \$90,000.00 and up require a formal bid procedure. After all general statutes have been followed and the Governing Board awards the bid, purchase requisitions keyed into the HTE System must list the names of the individuals from which bids were requested as well as the names of individuals from which bids were received. In addition, the Request for Proposals (RFP) must be sent to the Finance Office.

When opening formal bids, the bid deposit **if requested in the bid packet** should first be examined to insure that it is valid. If the bid is paid by a certified check or cash, a cash report form should be completed and the check or cash deposited. Immediately after the Governing Board has awarded a contract, the bid deposits of the unsuccessful bidders should be returned with a cover letter thanking the vendor for their interest in the project and advising the vendor of the award. If a bid deposit was deposited, an invoice should be prepared and sent to the Finance so that a check can be returned with the cover letter. This deposit shall be retained if the successful bidder fails to execute the contract within 10 days after the award or fails to give satisfactory surety as required therein.

C.4.1.4 If these procedures are not followed, the requisition will be returned in the HTE System with a comment added by the purchasing agent stating the reason it is being returned.

C.4.1.5 The formal bidding requirements cover construction or repair contracts estimated to cost more than **\$500,000**. The threshold applies to the estimated cost of the total contract (not each item). Performance and payment bonds are required under GS44A-26(a) when a project exceeds \$300,000, for each

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contract that exceeds \$50,000.

- C.4.1.6 The dollar thresholds that determine when plans and specifications for public projects must be prepared by a registered architect or engineer. Under G.S. 133-1.1, this requirement applies to (1) new construction or repairs involving major structural or foundation changes when the expenditure is \$135,000 or more, (2) repairs not involving structural or foundation changes when the expenditure is \$300,000 or more, and (3) a new category of work “affecting life safety systems” when the expenditure is \$100,000 or more. Subsection (d) of this statute specifies that a certificate of compliance with the building code must be obtained for projects that are not required to be designed by an architect or engineer. A new provision in this subsection provides that the certificate of compliance is not required for any project that does not alter life safety systems and has a projected cost of less than \$100,000.
- C.4.1.7 Five methods from which public agencies may choose: (1) separate-prime bidding, (2) single-prime bidding, (3) dual bidding pursuant to subsection (d1) of the statute, (4) construction management at risk pursuant to G.S. 143-128.1, and (5) alternative contracting options, and the other requirements in G.S. 143-128, apply to projects estimated to cost more than \$300,000.
- C.4.1.8 Reporting Requirements – Public agencies that use one or more of the methods authorized under G.S. 143-128(a1) are required to report to the Secretary of the Department of Administration on the cost and effectiveness of each method used. Reports are to be filed in a format and containing data as prescribed by the department, but the act requires at least the following information: (1) the method used; (2) the total value of each project; (3) the “bid costs and relevant post-bid costs”; (4) a detailed listing of all contractors and subcontractors used on the project, including identification of whether the contractor was an “out-of-state” contractor; and (5) in cases where an out-of-state contractor was used, the reasons why that contractor was selected. The reports must be filed annually beginning April 1, 2003, and thereafter must be filed in the year in which the project is completed.
- C.4.1.9 Minority Business Participation Requirements – The state requires the local governments adopt verifiable percentage goals (10%) and make good faith efforts for participation by minority businesses. Public agencies are required to report to the Department of Administration for each building project: (1) the verifiable percentage goal; (2) the minority business utilization achieved, the good faith efforts guidelines or rules used, and the documentation accepted by the public agency from the successful bidder; and (3) the utilization of minority businesses under the various construction methods.

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- C4.1.10 HUBSCO Reporting Requirements – Agencies must comply with reporting requirements established by the State Department of Administration and must document good faith efforts made and participation obtained for each informal and formal construction or repair project(s). (G.S. 143-128.3) The required reporting information should be included in the bid specifications. Upon award of contract each department head should designate users to key reporting information into the HUBSCO program. The purchasing agent, upon the department head’s request, will set up designated users but it is the department’s responsibility to ensure that the appropriate reporting information is entered into the system. Upon completion of the project, the purchasing agent will report the collected data to HUBSCO.
- C.4.1.11 If a credit line needs to be established with the vendor, please fill out all the applicable information on the application prior to submission to the Finance Office **for the Finance Director to approve.**
- C.4.1.12 Vendors will be selected on a competitive basis. Formal bids, informal bids, or telephone quotations for the procurement of supplies, materials and or equipment and for construction or repair will observe the procedures in accordance with the North Carolina Purchasing Statutes. The Purchasing Section of the Finance Department maintains a vendor bid list for guidance with your purchases. If a department wishes to add a specific vendor or contractor to the bid list, the Purchasing Section shall be contacted. The County of Harnett has adopted a Minority Business Plan to encourage participation by minority business in the award of contracts. It is the policy of the County to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. Minority participation goals for procurement contracts is ten percent (10%) for Harnett County.
- C.4.1.13 In the event there is only one vendor capable of providing a particular good or service from \$5,000 to \$30,000, the competitive pricing procedures outlined in this manual may be waived by the Finance Department, Purchasing Section. Whenever a Department Head or his/her designee determines to purchase goods or services from a “sole source”, he/she shall document on the purchase requisition in the comment section why only one company or individual is capable of providing the goods or services required. If the purchase is \$30,000 or more, it must be approved by the governing board on a regular scheduled board meeting before keying the purchase requisition into HTE documenting the date of the approval on the purchase requisition.

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C.4.2 Direct Purchases - Vehicles

Purchase requisitions for vehicles are submitted electronically to General Services Director for his approval before purchase requisition is submitted for buyer processing. Vehicles purchased will require quotes from all Harnett County vendors to provide equal opportunity for vendors in Harnett County as well as the State Purchase and Contract. Informal quotes up to \$90,000 and after \$90,000 it will be formal bids. The purchase of used vehicles does not require bidding.

C.4.3 Direct Purchases - Computer Hardware/Software

Purchase requisitions for computer hardware/software are also submitted electronically whenever the commodity code is used, to the MIS Director for her approval. This approval is required before purchase requisition is submitted for buyer processing.

C.4.4 Emergency Repair or Emergency Situations Purchases

In cases of emergencies, *the department head may purchase directly from any vendor; supplies or services which immediate procurement is essential to prevent delays in work.* The user department shall exercise good judgment and use established vendors when making emergency purchases. Always obtain the best possible price and limit purchases to those items emergency related. Not anticipating needs does not constitute an emergency situation. First, determine if a true emergency does exist. Second, anticipate needs and avoid emergency situations whenever possible. Contact the purchasing agent for approval. If approved, the department can use the purchase requisition number assigned by the HTE system to order supplies or have the repair done. Include on the purchase requisition in the HTE system Comment – “Approved by purchasing agent” and the date. After working hours, key the purchase requisition in the HTE system the following morning with a comment a brief explanation of the nature of the emergency to create an encumbrance.

C.4.5 Contracts: (A) Rental or Equipment Leases (B) Service or Maintenance

C.4.5.1 Purchase requisitions for all equipment or rental leases and service or maintenance contracts should be keyed *into the HTE System* in July of each fiscal year in the amount to be expended for that fiscal year only.

C.4.5.2 *All contracts for equipment or rental leases and service or maintenance contracts must be signed by the County Manager and stamped with a pre-audit stamp which will be signed by the Finance Officer and reviewed by the County Attorney.*

C.4.5.3 If a new service or maintenance contract is added after the fiscal year begins, a complete purchase requisition for the pro rata amount until June 30 of fiscal

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year should be keyed into the HTE System. *The contract must be approved by the Board, or County Manager, pre-audited by the Finance Officer and reviewed by the County Attorney.* A copy of the contract should also be forwarded to the Finance Office *after properly executed.*

- C.4.5.4 It is required that the Purchasing Agent have a copy of all service or maintenance contracts, rental agreements and equipment leases. A purchase order will not be issued without the agreement.

C.4.6 Fire Extinguishers

C.4.6.1 Buildings:

1. The annual inspection and purchase of fire extinguishers are budgeted and furnished by Public Buildings.
2. In the event a fire extinguisher is used and has to be recharged, the recharge fee will be the responsibility of the department in which the extinguisher is located.

C.4.6.2 Vehicles:

1. The annual inspection and purchase of fire extinguishers are budgeted and furnished by General Services/Garage Division.
2. In the event a fire extinguisher is used and has to be recharged, the recharge fee will be the responsibility of the department in which the extinguisher is located.

- C.4.6.3 The awarded vendor will furnish fire extinguishers for training purposes at no charge except for the recharging of the extinguishers. The department which requests the training is responsible for the recharge fee in its training budget.

C.4.7 Direct Purchases - Safety Equipment

Purchase requisitions for all safety equipment (not considered part of a uniform) *are submitted electronically* to the Safety & Training Officer for her/his approval prior to being submitted for buyer processing.

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C.5 GENERAL OFFICE SUPPLIES , FURNITURE, OFFICE MACHINES, & PRINTING

It is the desire of the County to purchase from vendors who have goods or services available needed by the County which insures that maximum value is obtained for each public dollar spent.

- C.5.1 General office supplies, paper products, etc. are to be purchased from the vendor that has the best price quote. You may use other vendors listed on the State Purchase and Contract # 615A at www.doa.state.nc.us/PandC/ for comparison or better pricing. Cartridges for printers may be purchased from the vendor that has the best competitive price quote. The designated department employee which keys office supply orders will have access to all of the approved vendors so that they may ascertain the best overall price for their orders. Once the order is keyed, it will be routed to the Department Head for approval and then to the Purchasing Agent.
- C.5.2 The four approved vendors for ordering office supplies are **Forms and Supply, Office Value, Office Depot, and Staples Business Advantage**. Instructions for the log-in information and details for each of these vendors is may be obtained from the Finance Department.
- C.5.3 Purchase requisitions must be keyed into the HTE System and approved by the department head. The requisition is then sent electronically for buyer processing. When ordering a supply for which you do not want a substitution, please type no substitution next to the supply you are ordering. After the purchase order is complete, the Purchasing Agent *return the purchase order to the department* to submit the order to vendor.
- C.5.4 Printing may be purchased from the vendor of your choice except Letterhead, Envelopes, and Business Cards. The department is responsible to insure that maximum value is obtained in getting quotes for printing service.
- C.5.5 Furniture purchased \$5,000 up to \$90,000 totally requires informal bids. Above \$90,000, purchases require sealed bids.

C.6 JANITORIAL & CLEANING

- C.6.1 Janitorial and cleaning supplies will be bid annually and will be furnished by Public Buildings. **Exceptions: Sheriff Dept, Public Utilities, Animal Control and EMS**
- C.6.2 For supplies needed, please call the Public Buildings Director to order and set up an appointment to pick up supplies.

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C.7 SAFETY SHOES

Safety shoes are a requirement of Harnett County for certain county employees to meet OSHA requirements (ANSI Standard Z41-1991) and the safety of employee. The only exception would be for medical reasons only with a doctor's letter for documentation of why the employee should not wear safety shoes. Harnett County allows seventy-five dollars (\$75.00) per fiscal for employees for employees who qualify for safety shoes.

C.7.1 A list of employees who qualify for safety shoes must be sent to the Purchasing Agent, no later than July 15 of each budget year with the following information:

- (a) Name of employee
- (b) Name of employee with medical exception must have a written note from doctor stating reason for not wearing safety shoes
- (c) Social security number
- (d) Department

Eligible departments are: Solid Waste, Garage, Youth Services, Parks and Recreation, Environmental Health, Public Utilities, Animal Control, and Public Buildings. The vendor will use this list to identify employees who qualify for safety shoes.

C.7.2 If the shoes purchased cost more than the seventy-five dollars (\$75.00) allowed by Harnett County, the difference will be deducted from the employee's check through payroll deduction only.

C.7.3 If an employee leaves employment with Harnett County before he/she purchases their safety shoes, the department head is responsible for notifying the Purchasing Agent. The supplier will be notified by the Purchasing Agent to remove the individuals name from the list of qualified employees.

C.7.4 The department head is responsible for notifying the Purchasing Agent of any new employees to be added to the list in order for that employee to be added to the supplier's list

C.7.5 The supplier of safety shoes will be determined by Finance at the beginning of each fiscal year. The supplier will not accept any changes in the list except from the Purchasing Agent.

C.7.6 Each employee should purchase their safety shoes no later than August 31st of each budget year. After the employee purchases their safety shoes, they should turn in the invoice they received from the vendor to their department head for approval. These

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original invoices should be forwarded to the Purchasing Agent, for payment.

C.8 UNIFORM PURCHASE OR RENTAL OF SHIRTS, PANTS, JACKETS, ETC.

- C.8.1 Uniforms are purchased or rented for certain Harnett County Departments (Animal Control, Emergency Services, Emergency Medical Service, Garage, Health, Parks and Recreation, Planning and Inspections, Public Buildings, Public Utilities, Sheriff, Solid Waste, Tax, Transportation), and its' eligible employees.
- C.8.2 The Criteria for the eligibility of uniforms:
- a. To identify County employee while performing his/her job duties with the public within Harnett County such as tax appraisers, animal control, inspectors, emergency services, medical services, police services, jail kitchen, meter readers, home health, child health, WIC, and water line repairs. Eligibility of uniforms does not cover administrative or clerical staff.
- C.8.3 Uniform rental service will be bid every five years based on the standard 60 month uniform rental contract. **Upon award of bid, no changes can be made to bid without the approval of Finance.** This will include eleven (11) shirts, eleven (11) pants, two (2) Coveralls, and two (2) jackets. All departments will get same color uniform shirt and pants with the Harnett County identity logo except HARTS. For the color, the only exceptions are Public Utilities and Solid Waste which will get the orange color or reflector shirts for safety purposes. All eligible employees are responsible for his/her uniforms and, upon leaving employment with the County, the employee is responsible for reimbursing the County for any missing uniforms. All eligible employees will be asked to sign a form provided by Human Resources during his/her orientation for accountability of uniforms and kept in his/her employee file. Each week after delivery, eligible employee should make sure all of his/her uniforms were delivered. If not, the discrepancy should be noted on the weekly invoice for documentation of the discrepancy. A copy of the invoice with the documentation should be given to employee for a record. If employee leaves or is terminated, the employee must return to the department head all uniforms. All missing uniforms are the employee's responsibility for reimbursement to the County. The department head is responsible for collecting any reimbursement owed to the county. If the reimbursement is not collected from the employee before the employee leaves, it will be the responsibility of the department head to notify the Payroll Accounting Technician to deduct the amount from the employee's final paycheck.
- C.8.4 Uniform polo shirts to be purchased will be bid annually and departments will be notified of supplier awarded the bid. Each department is required to use the Harnett County identity logo except Emergency Medical, Emergency Services, Animal Control, and Sheriff's Department. This will require ordering shirt colors to ensure that the green and blue color in the logo is legible. **Upon award of bid,**

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no changes can be made to bid without the approval of Finance. All eligible employees are responsible for keeping up with his/her shirts. If employee leaves or is terminated, the employee must return to the department head all shirts.

C.8.5 Harnett County respectfully request that non-eligible employees who wish to purchase shirts at their own expense to use the County identity logo with proper colors.

C.8.6 **A purchase order is required for any purchases of uniforms regardless of the dollar amount.**

C.9 PURCHASE ORDERS

C.9.1 A purchase order is prepared *electronically upon approval in HTE – buyer processing.*

C.9.2 The purchase order is signed by the Purchasing Agent, ***pre-audited by the Finance Officer attesting that funds are available***, and posted to the proper expenditure account.

C.9.3 ***The Purchasing Agent will return the purchase order to the department to mail a copy of the purchase order to the vendor***

C.9.4 Upon receipt of the invoice, the department will receive the merchandise into the HTE System - Receipts Processing. It is the responsibility of the department head to determine that the goods or services have been received in satisfactory condition. The invoice should be stamped with an invoice stamp and include the department head's signature, the proper account number, purchase order number and vendor number. The invoice is then forwarded to the Finance Office for payment.

C.10 LEASING

C10.1 Need is identified by department

C10.2 It will be approved in the budget under capital outlay or lease expense. If ***approved as capital outlay and then determined to be a lease expense***, a budget amendment will be done to move to lease expense. ***The Finance Officer will notify the Purchasing Agent of the change.***

C10.3 Cost of the equipment, software or item needed, ***will determine*** the bid requirements...\$30,000 to \$90,000 is informal...\$90,000 and above is formal. Formal bids ***must*** be awarded by the Governing Body. ***Sole source equipment***

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or software must be approved by the Governing Body *prior to* purchase.

- C10.4 Once these requirements have been met, the item needed *will be* ordered with a manual purchase order to the approved vendor.
- C10.5 Requests for quotes are submitted to different banks for rate comparison. The Finance Director has decision making control regarding which bank is used. The bank is approved by the Governing Body at the next meeting.
- C10.6 Upon receipt of item ordered, the lease papers will be processed and forwarded to Purchasing Agent. Purchasing Agent will confirm the lease papers and get all proper signatures, etc. before returning papers to bank. The bank will pay the invoice to the vendor. Harnett County will receive an invoice each month to make the lease payments until the end of the lease. These payments will be entered into the budget process each year until the end of the lease.
- C10.7 Entering a new lease...a budget amendment is prepared to budget a capital lease...a journal entry is prepared to book the full amount of lease...a journal entry is prepared to add a lease obligation...a journal entry is prepared each month to decrease the lease obligation by amount of principal.

C.11 MISCELLANEOUS

- C.11.1 Any capital outlay items approved in the budget must be purchased by April 15th of each fiscal year.
- C.11.2 The last issue date for purchase orders for office supplies and for all other purchases will be April 15th of each fiscal year. Therefore, all purchase requisitions must be submitted to the Purchasing Agent in the H T E system by that date. Any item after that *will be approved on a case by case basis*.
- C.11.3 Purchases cannot be made before the purchase requisition/order is approved. **Unauthorized purchases are classified as a personal expense and will be paid by the employee.**
- C.11.4 *Emergency situations are the only exceptions that may be made to the above procedures.*
- C.11.5 *All accountability for the department's expenditure line items is the responsibility of the department head, not the Finance Office.*

C.12 CASH RECEIPT BOOKS

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The Harnett County Finance Department maintains cash receipt books for internal control purposes to be requested by departments taking in monies.

C12.1 Department **must** request these cash receipt books by purchase requisition or by E-mail (ldenning@harnett.org) The backup person for Lee Denning is Cathy Ryals (cryals@harnett.org).

C12.2 Designated person picking up the cash receipt book **must** verify all receipt numbers are in the book, sign and date the cash receipt book confirming before leaving the Finance office.

C12.3 As each cash receipt book is completed; it **must** be returned to the Finance office to Lee Denning within five (5) working days after completion. Designated person returning cash receipt book **must** wait while Lee Denning verifies that all receipt numbers are in the cash receipt book. Both Lee and the designated person will sign and date the cash receipt book for verification before filing. The backup person for Lee Denning is Cathy Ryals.

C12.4 Designated person receiving money **must** fill out the cash receipt in the following manner:

1. Date
2. Name of Person giving money
3. Dollar Amount
4. How Paid box **must** be checked (Cash, Check, Money Order)
5. Signed by Person receiving money

In the event a receipt has to be voided, all three copies (white, canary, pink) **must** be in receipt book with **VOID** written on receipt when returned.

C12.5 At the close of the fiscal year, the cash receipt books not completed by the department **must** be returned to the Finance office to verify all cash receipts used through June 30. This will be notated on an Excel spreadsheet maintained by Lee Denning. The beginning receipt number for the next year will be notated on this Excel spreadsheet. Lee Denning and the designated person will sign and date the cash receipt book verifying this information before returning to the department for use.

C12.6 All completed cash receipt books will be kept and filed in the Finance department for a period of three years.