

AN ORDINANCE ESTABLISHING PURCHASING
PROCEDURES FOR GRAYSON COUNTY

FISCAL COURT OF GRAYSON COUNTY DOES HEREBY ORDAIN:

SECTION I: All contracts or purchases exceeding \$2,500.00 shall be made in compliance with KRS 45A.365- Competitive Sealed Bidding, KRS. 45A.370-Competitive Negotiations, KRS 45A.375. Negotiations after Competitive Sealed Bidding, or KRS 45A.380-Non-Competitive Negotiations.

SECTION II: Small Purchases.

2.1 All purchases of \$500.00 up to \$2,500.00, the County Judge-Executive shall determine the need for the item requested and whether the expenditure is provided for in the budget.

2.2 The County Judge Executive shall then obtain three price quotations, if possible, and submit them to the Grayson Fiscal Court.

2.3 On purchases under \$500.00, the County Judge Executive, after determining the need for and whether the expenditure is provided for in the budget, shall make the purchase most advantageous to the County.

2.4 Three copies of a Purchase Order shall be prepared for all purchases. One for the Vendor, one for the Department requesting the items, and one for the Judge Executive.

SECTION III: The County Judge Executive may delegate in writing the authority outlined in Section 2.3 and 2.4 above.

SECTION IV: Nothing contained above in this ordinance shall prohibit the Grayson County Fiscal Court when meeting as a body, along with the Grayson County Judge Executive, from authorizing purchases when said purchases are determined needed by the Grayson County Fiscal Court and when said purchases are authorized by the budget and when said purchases are in accordance with the outlines contained in KRS Chapter 45A.

SECTION V: There shall be exempt from this order all offices and officeholders established by the Constitution of the Commonwealth of Kentucky, Property Valuation Administrator, and County Treasurer, and those officeholders shall continue to make purchases as they have in the past for the operational needs of their respective offices as provided in their budget, and the invoices for such purchases made by the Constitutional offices shall be submitted to the Grayson County Fiscal Court for approval before payment is made.

SECTION VI: All Ordinances, Orders or parts of ordinances or orders in conflict herewith, or to the extent of such conflict is hereby repealed.

SECTION VII: This Ordinance shall take effect after its passage and upon publication according to law.