

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Updates to the Sumter County Board of County Commissioners Purchasing Policies and Procedures Manual. (Staff recommends approval).

REQUESTED ACTION: **Approve updates in various sections to the Purchasing Policies and Procedures Manual**

Work Session (Report Only) **DATE OF MEETING:** 11/22/2011
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Financial Services

BUDGET IMPACT: _____
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:

On September 9, 2008 the Sumter County Board of County Commissioners adopted the Purchasing Policies and Procedures Manual. Periodically updates are needed in order to keep the policy current and correct. Listed below are sections that are being requested for updates.

Sections: 301, 502, 503, 601, 702, 705, 801, 901, 902, 908, 909, 1001, 1201, 1301, 1310, 1401, 1402, 1403, 1404, and 1405.

The following documents are attached:

- A) Red-line copy of the draft Purchasing Policies and Procedures Manual reflecting requested revisions
 - B) Final draft copy with all requested revisions accepted
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