

**COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<b>Subject:</b>  <b>PROCUREMENT POLICY</b>	<b>Policy Number</b> C-17	<b>Page Number:</b> 1 of 1
	<b>Date Adopted:</b> 10/11/2006	<b>Revised Date:</b> 01/30/07

**BACKGROUND:**

Government Code Section 54202 requires the Board to adopt policies and procedures governing purchases of supplies and equipment.

**POLICY:**

The Purchasing Agent, as the County's procurement expert, shall:

- Prepare policies and procedures governing procurement activity of the County for adoption by the Board of Supervisors.
- Review such policies and procedures on an annual basis and submit policy updates and revisions to the Board of Supervisors for adoption as necessary.
- Educate and train department staff regarding the policies and procedures
- Interpret and apply policies and procedures related to procurement of goods and services
- Monitor compliance with policies and procedures

Upon adoption by the Board of Supervisors, such procurement policies and procedures shall be attached hereto and referred to as Exhibit 'A'.

**Primary Department:** Chief Administrative Office, Procurement and Contracts Division

**References:** Government Code 54202  
Government Code 25500-25509  
County Ordinance Code Chapter 3.12