



**EL DORADO COUNTY SHERIFF'S DEPARTMENT  
SHERIFF JEFF NEVES**

**MEMORANDUM**

**TO: Board of Supervisors**

**FROM: Jeff Neves, Sheriff**

**SUBJECT: Casper's Muffler and Hitch Service Confirming Purchase Order**

**DATE: 11/7/06**

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**Recommendation:**

Your Board is requested to: 1) authorize the Chairman to approve the processing of a Confirming Purchase Order to Casper's Muffler and Hitch Service in the amount of \$228.43, for after-market electronic break installation on a County Fleet vehicle.

**Background:**

The new County Purchasing Ordinance, which went into effect on October 11, 2006, does not give the Purchasing Department the authority to generate a Purchase Order after service has been performed. The County Fleet Department does not handle after-market work on assigned County vehicles.

On October 16, 2006, our OES staff input a requisition into the Purchasing ADPICS system for after-market installation of electronic towing breaks for an assigned County vehicle. Staff called Casper's to make an appointment and was told that they had an immediate opening. Staff assumed that since the requisition was in the system, the work could be started; however, the Purchase Order had not been finalized at the time. The work was completed and the vendor signed the Purchase Order on October 17th, but the Purchasing Department did not issue the Purchase Order because the work had already been performed. They referred us to your Board to authorize payment of the invoice.

**Fiscal Impact:**

Vehicle maintenance funds have been appropriated in the OES budget, and there are sufficient funds to pay this invoice.

**Action to be taken Following Approval:**

We will request a Confirming Purchase Order from the Purchasing Department and pay the invoice for services rendered.