EL DORADO COUNTY BOARD OF SUPERVISORS AGENDA ITEM TRANSMITTAL

Meeting of December 5, 2006

AGENDA TITLE: Authorization to Pay Casper's Muffler and Hitch Invoice with a Confirming Purchase Order **DEPARTMENT:** Sheriff **DEPT SIGNOFF:** CAO USE ONLY: CONTACT: Lt. Marty Hacket Leeleg Webb "/20/06 **DATE:** 1/9/2006 **PHONE: 7467** DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION: Your Board is requested to authorize the Chair to approve the issuing of a Confirming Purchase Order in payment of Invoice # 005122, in the amount \$228.43, to Casper's Muffler and Hitch Service for work done before a Purchase Order was in place. CAO RECOMMENDATIONS: Recommend approval. Laura S. Gill Funding Source: (X) Gen Fund () Other Financial impact? (X) Yes () No Other: **BUDGET SUMMARY:** CAO Office Use Only: \$228.43 Total Est. Cost 4/5's Vote Required () Yes () No **Funding** Change in Policy () Yes (No \$228.43 **Budgeted** New Personnel () Yes (X)No **New Funding** CONCURRENCES: Savings Risk Management _____ Other County Counsel _____ \$228.43 **Total Funding** \$,0.00;(\$,0.0 Other **Change in Net County Cost** *Explain **BOARD ACTIONS:** I hereby certify that this is a true and correct copy of Or Vote: Unanimous an action taken and entered into the minutes of the Ayes: **Board of Supervisors** Noes: **Abstentions:** Attest: Cindy Keck, Board of Supervisors Clerk Absent: By: Rev. 04/05

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

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 aftermarket 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.