

DEPARTMENT PURCHASING RESPONSIBILITIES

POLICY No.: **OR-010**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

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I. PURPOSE

In order for the Town of Collierville to maintain its level of service to the community, it is imperative that the employees continually strive to balance cost, delivery and quality in every area of our operation. A large cost element is purchased goods and services. These costs account for a majority of operating cost and provide an excellent opportunity for cost reduction and control.

It is mandatory in all departments that the responsibility for buying goods and services be assigned to employees that have a thorough understanding of the policies and procedures contained in this manual.

Their primary responsibility is to provide for the purchase of materials, supplies and services with the objective that they will be available at the time, place, quantity and price consistent with the needs of the Town.

To achieve this overall objective, the responsibilities, authorities, and controls set forth in this policy and related policies, must be adhered to by all employees.

II. SCOPE

This policy applies to all Town employees having any purchasing responsibilities.

III. RESPONSIBILITIES

1. Departments will conduct business in accordance with the Town Purchasing Policies and Procedures Manual.
2. To allow lead-time for a purchase through a competitive process, allowing the supplier time to deliver the needed items.
3. To suggest sources of supply.
4. To plan purchases in order to eliminate avoidable emergencies.
5. To supply generic and general specifications on items to be bid.
6. To inspect merchandise upon receipt, and complete a receiving report noting any discrepancies.
7. To advise the purchasing division of defective merchandise or dissatisfaction with vendor performance.
8. To advise the purchasing division of surplus property.