

PURCHASING DIVISION RESPONSIBILITIES

POLICY No.: **OR-040**

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 purchasing that the responsibility for buying goods and services be assigned to a group of people skilled in negotiating, value analysis, and other purchasing techniques.

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 purchasing division personnel.

III. RESPONSIBILITIES

1. To aid and cooperate with all departments in meeting their needs in a timely manner for supplies, equipment, and services.
2. Assist in the selection of responsible vendors and maintain files.
3. Assist in obtaining pricing information.
4. Determine the purchase price is reasonable and requirements for competition and performance have been met.
5. To procure a product that will meet the department's requirements at the least cost to the Town.
6. To assist in the preparation of specifications and to maintain specification and historical performance files.
7. To prepare and advertise request for quotes, formal bids and maintain bid files.
8. To develop and provide user training on Town purchasing policies and procedures.

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9. To transfer or dispose of surplus property.
10. Maintain and assist in the Fixed Assets Program.