

<b>DATE:</b>	NOVEMBER 10, 2015
<b>NUMBER:</b>	B.27
<b>SUBJECT:</b>	REQUISITION AND PURCHASE OF SUPPLIES AND EQUIPMENT
<b>RELATED SECTIONS:</b>	

PURPOSE

To provide guidelines governing the requisition and purchase of supplies and equipment.

POLICY

Appropriate and established procedures are to be used in the acquisition of supplies and equipment.

PROCEDURE

- I. The requisition of supplies and equipment shall comply with San Diego County Charter, Article VII, Section 705; San Diego County Administrative Code, Article XXIII; San Diego County Administrative Manual, Item Number 0090; San Diego County Purchasing Department Procurement Manual; and all other regulations designated by governmental authority.
- II. All requisitions shall be approved by persons designated by the Financial Services Division.