**Routine Purchasing Procedures**

1. Requisitions are formal written requests outlining the purchase of goods/services.
   
a. Departments must complete a requisition with as much detail as possible to ensure that the correct item(s) are ordered. Important information for this form includes:
   
i. Quantity
ii. Price
iii. Taxes
iv. Freight
v. Shipping
vi. Where to deliver the order
vii. Contact information for the receiving SCPD employee
viii. Any special instructions

b. If purchasing from a S.C. State Contract, include contract number. This is used as verification from the S.C. Budget & Control Board. Documentation of specific contract information must be attached to the Requisition form. The Purchasing Department also will require a new or updated vendor information packet if the vendor's information is out of date or is not currently within the Purchasing vendor database.

c. Include a copy of all quotes received. Quotes are generally good for 30 days unless the prospective vendor specifies otherwise.

d. Inform the Purchasing Department if the vendor is being used to acquire the materials or supplies, only. If the selected vendor will be delivering the materials and supplies, or if the vendor will be providing labor to occur on County property, the Purchasing Department will require SCPD personnel to obtain a Certificate of Insurance (COI) from the vendor if a COI is not already on file. The COI must be for an amount that is commensurate with the product or service that is being pursued, as defined by the Purchasing Department.

e. Include the full account number and any associated project number. Make sure that there are adequate funds in the account to support the purchase.

f. If the requisition is related to a purchase from a bid project, be sure to include Bid Number and title of project.

g. If a Sole/Single Source purchase is being requested, complete and attach the justification form, along with required letter from the vendor.
h. Have the Parks and Recreation Director or his/her designee sign the requisition.

2. Purchase Order Issuance
   a. Once the Purchasing Department has received the requisition and has verified that all information submitted is complete and correct, a purchase order will be issued.
   b. A purchase order is defined as a document issued by a buyer (County) to a seller (Vendor), indicating types, quantities and agreed prices for products or services that the seller will provide to the buyer.
   c. A purchase order must be issued by the Purchasing Department prior to material and supplies delivered or services being performed.

3. Purchase Order Process by Departments
   a. The Purchasing Department will send the department that issued the Requisition a “Department Copy” and “Receiving Copy” of the purchase order once it has been processed.
   b. The “Department Copy” must be kept by the department.
   c. The “Receiving Copy,” along with the Vendor’s invoice, will be signed by the department head and submitted to the Finance Department for payment processing after the work is completed, items received and service rendered.
      i. Before the “Receiving Copy” is submitted, departments must inspect materials and supplies delivered.
      ii. The department must verify that the goods received match the quality and quantity of the goods ordered.
      iii. The unit costs and miscellaneous charges billed on the packing slip or invoice must agree with information contained on the original Purchase Order. Any freight charges must be consistent with the terms on the Purchase Order.
      iv. The packing slip is accurate.
      v. If there is a discrepancy, the department should contact the vendor immediately to correct the discrepancy.
   d. If the Purchase Order involved professional or technical services, departments must ensure:
      i. Services ordered were satisfactorily completed in accordance with the terms, conditions and technical requirements contained in the Contract, RFP and/or Purchase Order.
      ii. The units, costs and miscellaneous charges billed on the invoice agree with those detailed on the Purchase Order.
iii. The invoice is clerically accurate.

e. The “Receiving Copy” must be submitted to the Finance Department in a timely manner. Payment on undisputed invoice amounts is due upon receipt of the invoice by Spartanburg County and is past due thirty (30) days from the date the invoice is received.

f. If progress payments are necessary on a large-dollar purchase order, a spreadsheet will be attached to the “Receiving Copy” sent to the Finance Department. The spreadsheet will note the title, account number and project number. The spreadsheet will document the original purchase order date and amount, the date and amount of any approved change orders, and the date and amount of any previous progress payments, as well as the date and amount of the requested payment plus the balance left on the purchase order.

**EMERGENCY PURCHASES**

1. According to the Spartanburg County Purchasing Ordinance, only the County Administrator, Deputy County Administrator or Procurement Director can authorize an emergency purchase.

2. However, since the SCPD operates seven days per week and as many as 20 hours per day, it is possible that a situation could arise that requires an emergency purchase exceeding $1,000 (the limit that can be authorized by a County department). Should a need for an emergency purchase arise, the team manager involved will make a request to the Parks and Recreation Director. Assuming the Parks and Recreation Director agrees that the situation requires an emergency purchase, the Director will contact the Procurement Director by email to make the request. If the Parks and Recreation Director cannot make contact with the Procurement Director, the Parks and Recreation Director will contact, via email, the County Administrator or Deputy County Administrator to seek authorization.

3. All emergency purchases will be documented with a purchase requisition on the next business day.

4. In the long-term absence of the Parks and Recreation Director for illness, vacation, etc., the Parks and Recreation Director will delegate purchasing approval authority to the Assistant Parks and Recreation Director and will notify administrative department heads of the action.

**VOUCHER PROCESSING**

1. Purchase orders are Spartanburg County’s preferred method of acquiring, tracking and paying for materials, supplies and services. Purchase orders are issued before a purchase is made. Vouchers are used after a purchase is made.
2. Some purchases require the utilization of vouchers for payment, such as recurring expenditures for which there is no vendor competition available (such as utility payments and software maintenance contracts), refunds of program fees and security deposits, payments to contract recreation service providers, and payments for subscriptions, among others. The use of vouchers assumes that the service or product has already been received and that a purchase order was not issued prior to receiving a product or service.

3. If an SCPD employee has questions as to whether a voucher is an appropriate method of payment, he or she should consult the Finance Department.

4. Vouchers are typically prepared or reviewed by the team manager. Team managers are approved to sign vouchers for accounts in their division. The Parks and Recreation Director and Assistant Parks and Recreation Director are approved to sign vouchers for all department accounts.