Appendix X: Administrative Directive #MS-13

HILLSBOROUGH COUNTY
Office of the County Administrator

ADMINISTRATIVE DIRECTIVE #MS-13

SUBJECT:	**AFTER THE FACT PURCHASES**
EFFECTIVE DATE:	**12/08/2008**
EXPIRATION DATE:	**1/23/2012**
SUPERCEDES:	**January 23, 2009**

Purpose

To establish written procedures pertaining to after-the-fact purchases made by departments under the County Administrator and other agencies that utilizes the services of the County Administrator's procurement program. An after-the-fact purchase is any purchase made outside of the Board's Procurement Policy and Procedures.

Authority

The Board of County Commissioners, on September 7, 2006, directed the County Administrator to develop written procedures to implement the recommendations of the Internal Performance Auditor regarding non-compliance with procurement procedures.

Procedures

1. The Department of Procurement Services will include language on the face of each purchase order that service or goods provided without a purchase order will not be an obligation of County government.

2. Each department shall establish a suspense file in order to renew contracts prior to their expiration date.

3. Each department shall prepare a contingency plan in order to maintain the ability to make purchases in compliance with established policy and procedure and to process approvals when the regular approval staff is not available.

4. Individuals that have an occurrence of a non-compliant purchase may be required to attend additional training by the Department of Procurement Services.

5. Recurring reports of after-the-fact purchases will be reported to the Board on an annual basis at within 45 days after the end of each calendar year.

6. Established Civil Service and/or Human Resource disciplinary policies and procedures may apply to individuals who engage in after-the-fact purchases.

Oversight Responsibility

Administrator of the Management Services Team

Approved by: __/S/_____ **12/8/08_____**
County Administrator **Date**