
SUBJECT: PURCHASE ORDERS

ADOPTED DATE: APRIL 4, 1994

PAGE 1 OF 1

It is the policy of Cass County Government that any purchase of equipment exceeding \$5,000 shall only be authorized by the Board of Commissioners if a purchase order is completed through the County Auditor's Office.

Any department head intending to make a purchase exceeding \$5,000 shall meet with the Auditor to prepare the purchase order (copy attached).

The purchase order then becomes a formal request and will be placed on the first available Commission agenda for consideration. After signature of the purchase order by the Board Chairman, the department head is authorized to order the equipment and the Auditor is authorized to pay the vendor.

HISTORICAL REFERENCE DATE: APRIL 4, 1994