Board of County Commissioners

Item Title:	Resolution Updating the Purchasing Policy Signature Authorities for the BOCC
Date:	February 10, 2025
Department:	County Manager

Background:

The Board of County Commissioners has adopted a Purchasing Policy, as amended, which governs the County's purchases of goods and services in order to provide a systematic approach to the process of buying required goods and services in proper quantities and qualities, from the right sources at the right times, and at fair prices.

Previously, the BOCC has authorized personnel to approve invoices, requisitions and budget transfers through separate actions of the Board as part of individual Finance Packages. Per the updated Ordinance, signature authority shall now be set by Resolution.

Request:

Approve a Resolution updating the Purchasing Policy Signature Authorities for the Board of County Commissioners.

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:

Updating BOCC policies ensures the procurement process and purchasing policy signature authorities are transparent and consistent, following all purchasing laws, rules, and regulations to protect the best interest of the citizens of the County and maximize the use of tax dollars.

Action Requested and Recommendation:

Approve a Resolution updating the Purchasing Policy Signature Authorities for the Board of County Commissioners.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

Yes

Funding Source:

N/A

Additional Information Needed for Contracts/Agreements (If Applicable)

Contract Number assigned by Contracts Management:

N/A

For non-governmental agencies, has the document been sent to the vendor for signature?

N/A

Does the document need to be recorded? If so, who will pay the recordation fee?

N/A

Are there any special mailing instructions? (Include contact name, address, deadline for submittal, how to mail such as express mail, FedEx, etc.):

Email executed Resolution to OMB.

How many originals are needed?

One