

RESOLUTION NO. 23-135

Purchase Orders – Ohio Revised Code Section §5705.41(D)

WHEREAS, Ohio Revised Code Section §5705.41(D) authorizes the Board of County Commissioners to take certain actions regarding purchases of goods and services with particular predetermined characteristics to provide for efficiency in processing the payments for such purchases; and

WHEREAS, the Board's staff has recommended that the County policies and resolutions on these matters be updated; and

WHEREAS, the Board gave written notice to the County Auditor on March 8, 2023, of its intent to adopt such measures; and

WHEREAS, the County Auditor did not provide comments on the proposed changes to county purchasing policy and practices under O.R.C. §5705.41(D); and

WHEREAS, more than fifteen (15) days have passed since the Board gave notice to the County Auditor.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, UNION COUNTY, OHIO, THAT:

Section 1. Purchase Order Exemption.

County purchases of One Thousand Dollars (\$1,000.00) or less are exempt from the requirements of O.R.C. §5705.41(D)(1), and no Auditor's certificate need be attached to any contract or order involving the expenditure of money. A person authorized to make a county purchase shall prepare and file with the County Auditor, within three (3) business days after incurring an obligation not requiring a certificate, a written or electronically transferred document specifying the purpose and amount of the expenditure, the date of the purchase, the name of the vendor, the specific appropriation items from which the expenditures are to be made, and any additional information as the auditor of state may prescribe.

Section 2. Blanket Purchase Order.

For any given line item appropriation account in a fund, after the County Auditor has certified an amount of money, not in excess of the lesser of \$100,000.00 or the amount appropriated by this Board into the specified line-item, as free from previous and then outstanding obligations or certifications, the use of a so-called "Blanket Purchase Order" is permitted for the duration of the then-current fiscal year. For a period not extending beyond the end of the fiscal year, expenditures may be made, orders for payment issued, and contracts or obligations calling for or requiring the payment of money made and assumed are permitted. More than one vendor can be paid from such a Blanket Purchase Order, but only one (1) such Blanket Purchase Order may be outstanding for any given line-item appropriation at any given time. A person authorized to make purchases shall

provide to the County Auditor an itemized statement of obligations incurred and expenditures made under a Blanket Purchase Order before another such Blanket Purchase Order may be issued.

Section 3. Super Blanket Purchase Order.

For any given line item appropriation account in a fund, after the County Auditor has certified an amount of money, not in excess of the lesser of \$100,000.00 or the amount appropriated by this Board into the specified line-item, as free from previous and then outstanding obligations or certifications, the use of a so-called "Super Blanket Purchase Order" is permitted for the duration of the then-current fiscal year, for expenditures from that line-item appropriation. For a period not extending beyond the end of the fiscal year, expenditures may be made, orders for payment issued, and contracts or obligations calling for or requiring the payment of money made and assumed, for specified permitted purposes from a specific line-item appropriation account, are permitted. Only a single vendor can be paid from such a Super Blanket Purchase Order, but multiple Super Blanket Purchase Orders may be outstanding for any given line-item appropriation at any given time. A Super Blanket Purchase Order must be for one of the following purposes: the services of an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor, or appraiser by or on behalf of the subdivision or contracting authority; fuel oil, gasoline, food items, roadway materials, and utilities; and any purchases exempt from competitive bidding under O.R.C. §125.04, or any other specific expenditure that is a recurring and reasonably predictable operating expense. A person authorized to make purchases shall provide to the County Auditor an itemized statement of obligations incurred and expenditures made under a Super Blanket Purchase Order.

Section 4. This Resolution 23-___ is adopted as a continuing resolution to remain in effect for 2023 and each subsequent year until repealed.

Section 5. The Board finds and determines that all of its formal actions concerning and relating to adopting this Resolution occurred in an open meeting of this Board, and that all deliberations of this Board that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Ohio Revised Code §121.22.

David A. Lawrence introduced this resolution and moved its passage; Steve Robinson seconded the motion; and after discussion, the chair called a roll call vote, and the results were:

Steve Robinson Yes No

~~Dave Burke Yes No~~

David A. Lawrence Yes No

