

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 2.19	PAGES: 1 of 1
	RELATED ORDERS: ACA 4-ALDF-7D-15 G.O. <u>2.29</u> County Charter Section <u>28</u> Alameda County Administrative Code <u>2.48</u> G.S.A.P.M.	
	ISSUED DATE: January 1, 1998	
	REVIEW DATE: December 3, 2015	
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CHAPTER: Fiscal Management	SUBJECT: Requisition and Purchase of Supplies and Equipment	

- I. **PURPOSE:** To establish criteria for acquiring supplies and equipment.
- II. **POLICY:** Methods have been developed and established by the General Services Agency (GSA) that govern the requisition and purchase of supplies and equipment, including purchasing procedures and criteria for the selection of bidders.
- III. **PROCEDURE:**
- A. County Charter, Section 28, Alameda County Administrative Code, Chapter 2.48, and the General Services Agency, Purchasing Manual, govern the procedures for the requisition and purchase of Agency services, supplies and capital equipment. This responsibility is assigned to the GSA/*Procurement* Department.
 - B. Standardized procedures for the requisition and purchase of services, supplies and capital equipment will be followed as established by the GSA *Procurement* Department.
 - C. Procedures for the requisition and purchase of Agency services, supplies and capital equipment include:
 1. Specifications for items requiring standardized purchases
 2. Bidding procedures
 3. Criteria for the selection of vendors and bidders
 - D. When a state of emergency exists, the County Administrator's Office will contact the appropriate Agency/Department heads to establish procedures for the following:
 1. Emergency purchases
 2. Rental agreements for equipment requests for supplemental or emergency appropriations, and
 3. Fund transfers