

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Purchasing/Contracts	CODE NUMBER: AC-4-1
TITLE: Lee County Purchasing and Payment Procedures Manual	ADOPTED: 09/01/87
	AMENDED: 10/13/92; 04/07/93; 05/17/95; 03/21/00; 07/09/02; 02/11/03; 10/18/05; 03/14/06; 10/31/06; 08/31/10
	ORIGINATING DEPARTMENT: Purchasing

PURPOSE/SCOPE:

The purpose of this Purchasing Manual is to serve as a guide to all County departments, divisions, and employees regarding the purchasing policies and procedures of Lee County, Florida.

- a) The adoption of this Purchasing Manual, and the approval of any subsequent revisions to such, by the Board of County Commissioners of Lee County, Florida shall authorize the policies and procedures contained herein for official use in County business.
- b) The Board of County Commissioners has authorized the County Administrator or, in his absence, the Deputy County Administrator, to approve procedural revisions to this Purchasing Manual.

The scope of this manual, and the policies and procedures contained herein, governs all departments and divisions under the jurisdiction of the Board of County Commissioners, as well as all purchasing transactions which are paid for directly from County funds under the control of the Board of County Commissioners. The contents of this manual preempt all previously existing purchasing manuals, policies, and procedures.

POLICY/PROCEDURE:

Specific purchasing policies and procedures will vary depending on the type and cost of the item or service being purchased. This manual is organized into a number of sections describing policies and procedures applicable to different purchasing transactions and controls.

ATTACHMENT: Purchasing Manual in its entirety. (Appendix "D")