

Kane County Financial Policies	Departmental Purchasing Policies
	Amended by the County Board: Resolution 24-083, March 12, 2024 Amended by the County Board: Resolution 24-194, May 14, 2024

DEPARTMENTAL PURCHASING POLICIES

1. It shall be the intent of the County to appoint a purchasing agent to approve all purchase orders. Only a Board-approved person shall have the authority to enter into a contract or commit the resources of the County, in accordance with Procurement Ordinance 09-335. No one person shall have the authority to enter into a contract or commit the resources of the County in an amount that exceeds \$30,000.

2. In accordance with applicable State laws and County ordinances, it shall be the intent of the County to create a Purchase Order for all contractual services, capital purchases, and certain commodities for which the cost is \$10,000 or greater. The purpose of such Purchase Orders is to ensure compliance with the County Purchasing Ordinance and to ensure that the requesting department has budget authority for the purchase. In accordance with applicable State laws and County ordinances, all quotations for items ranging from \$10,000 to \$30,000 and all solicitation documents for items exceeding \$30,000 shall be provided to the County Purchasing Department along with the request to create the Purchase Order. A list providing guidance of items that may not require solicitation and thus not requiring the creation of a Purchase Order will be maintained and updated by the County Purchasing Department.

3. It shall be the intent of the County to require all department heads to obtain approval from the Information Technologies department for all computer-related purchases, including printers. All computer-related purchases in the General Fund that were not budgeted for, including new computers and printers that are not replacements of existing equipment, shall be approved by the Information Technologies department and then brought to the Finance/Budget Committee for final approval.