



Board of County Commissioners
Office of Purchasing
Title: Delegation of Signature Authority

Effective Date: 10/15/13 Supersedes Date: 9/30/09

Procedure No: PP-020

Page No: 1 of 4

I. Purpose

The purpose of this procedure is to define the authority and approval requirements for purchase commitments.

II. Scope

This procedure applies to all purchases of materials, equipment and services by those departments and agencies under the authority of the Board of County Commissioners.

III. General

A system of authorization and approval is an important element of internal and budgeting control. The Escambia County Procurement Ordinance established the required approval levels and procurement criteria for the purchasing of goods and services by County personnel. Procedure PP-030 defines the requirements for department heads or other designated individuals to approve purchase requisitions prior to submission to the Office of Purchasing. Unless the Purchasing Agent has approval authority, the Purchasing Agent is required to obtain appropriate approval of each purchase transaction prior to the establishment of a firm order or contract.

IV. Procedure

The following excerpts from the code and the tables provide levels of required approval based on the dollar amount of the order. All designated purchasing personnel shall obtain the required approval prior to the final commitment.

A. In accordance with Ordinance 2002-32:

Sec. 46-64. Award Approval and Threshold Authority.

(a) The Board of County Commissioners hereby approves every agreement, contract or other purchase entered into and every award in an amount not to exceed the mandatory bid amount of \$50,000.00. Pursuant to this approval, the Board of County Commissioners hereby delegates to the County Administrator or designee, threshold approval authority to execute contracts for such purchases or awards of up to \$50,000.00.

(b) For any purchase or award made in accordance with this article exceeding the mandatory bid amount of \$50,000.00, the contract for such purchase or award shall be specifically approved by the Board of County Commissioners and thereafter shall be executed by the County Administrator or designee.



Board of County Commissioners
Office of Purchasing
Title: Delegation of Signature Authority

Procedure No: PP-020

Page No: 2 of 4

Effective Date: 10/15/13 Supersedes Date: 9/30/09

- (c) *Notwithstanding the above threshold approval authority, change orders to any purchase or award shall be executed pursuant to the threshold levels set out in Section 46-86. (See procedure PP-050)*
- (d) *Purchases or awards, exempted from the competitive purchasing provisions of this article under Section 46-44, shall be governed by the threshold approval authority of this section.*
- (e) *The Clerk to the Circuit Court as ex officio clerk and accountant of the Board of County Commissioners and as auditor, recorder, and custodian of all County funds, is authorized to accept, audit and process all such agreements, purchases, or awards made on behalf of the County pursuant to this article as the act and deed of the County.*

B. The County Administrator or his designee has been delegated threshold approval authority by the Board of County Commissioners to execute contracts for such purchases or awards of up to \$50,000.00. The County Administrator has authorized the Purchasing Manager as his designee to execute contracts for such purchases or awards of up to \$50,000.00.

A = Award R = Requisition P = Purchase Order C= Contract V=Voucher

Dollar Amount of Original Purchase Order and/or Contract	BOCC Chairman or Vice-Chairman	County Admin. or Designee	Department Director or Designee	Purchasing Agent	Purchasing Manager
*Less than \$4,999.00		A/P	A/R/V	A/P	A/P
\$ 4,999.00 to \$19,999.99		A/P/C	R	A/P	A/P/C
\$20,000.00 to \$49,999.99		A/P/C	R		A/P/C
\$50,000.00 or more requires approval by full board.	A	P/C	R		

* **The Direct Payment Voucher may be used for purchases less than \$1,000.00 in accordance with Section 46-45 “Definitions” of the Escambia County Code of Ordinance & PP-110.**

The Procurement Card Purchases Payment Voucher may be used for purchases less than \$4,999.00 in accordance with Section 46-91 “Small Purchases” of the Escambia County code of Ordinance & PP-140.



Board of County Commissioners
Office of Purchasing
Title: Delegation of Signature Authority

Effective Date: 10/15/13 Supersedes Date: 9/30/09

Procedure No: PP-020

Page No: 3 of 4

***NOTE:** Purchases less than \$4,999.00 (subject to the restriction that no purchase shall be artificially divided so as to constitute a purchase under \$4,999.00) are exempt from the competitive purchasing function and Using Departments may request for payments directly to Accounts Payable without processing through the Office of Purchasing

V. Multi-Year Lease and Lease Purchase Agreements

Multi-year lease and lease purchase agreements, regardless of the cost of any item are prohibited unless approved by the Board of County Commissioners, whether through state bid or otherwise.

VI. Amendments/Changes after Award

Authority to increase the amount of any award is predicated on the condition that all provisions of the original award remain intact and unchanged. Changes to executed contracts are prohibited which change the scope of work from its original proposal or bid. The County Administrator or his designee may approve extensions of delivery dates and performance time on contracts provided that such resultant changes to the established award amount comply with the provisions of the ordinance.

A. The County Administrator may authorize cumulative increases to awards of up to \$50,000.00, or ten percent (10%) of the award amount, whichever is greater.

B. The County Administrator shall execute **all** amendments/change orders to awards in accordance with Section 46-86 – Amendments/Changes after award.

Changes to an award that have reached or exceeded \$50,000, or ten percent (10%) of the award amount, whichever is greater, shall not be effective unless such increase is first approved by the Board of County Commissioners.



Board of County Commissioners
Office of Purchasing
Title: Delegation of Signature Authority

Effective Date: 10/15/13 Supersedes Date: 9/30/09

Procedure No: PP-020

Page No: 4 of 4

Cumulative Dollar Amount of Change Order.	BOCC Chairman	County Administrator	Purchasing Agent	Purchasing Manager
Up to \$50,000.00 or ten percent (10%) of the award amount, whichever is greater.		√		√
Changes that exceed the above amounts requires approval by the full Board.	√	√		

NOTE: See PP-050, "Amendments/Changes After Award" policy and procedure for more details and examples on how Change Order(s) affects the cumulative value and approval process.