

Maine County Commissioners Association Purchasing Policy (Amended 12-8-2021)

I. Purpose

The purpose of this policy is to establish purchasing procedures to be utilized by all Maine County Commissioners Association (MCCA) employees, as well as committees that receive budgetary appropriations from the MCCA.

It is the responsibility of the MCCA's employees and committees to purchase goods or services that provide the best value consistent with the needs of the MCCA. The goods and services shall be purchased within the restrictions of the budgeted funds available. Unless otherwise provided by law, the MCCA shall make purchases of goods or services as stated in this policy.

II. Purchases, Bids, Awards, and Contracts

- A. Purchases for goods or services which involve expenditures of less than \$1,000 may be made after the MCCA's Administrator has shopped for the best all-around price and quality for the product or service desired. Board and committee purchases must be approved by the board or committee chairperson and the Secretary-Treasurer or Board of Directors.
- B. Purchases from approved vendors "on account" must be approved in advance by the Secretary-Treasurer when the cumulative monthly total will exceed \$500.
- C. Purchases for goods or services, which involve expenditures with a cumulative total of \$1,000 to \$5,000, may be made after at least three (3) recorded quotations are received and approved by the Secretary-Treasurer. (See attached form.) The competitive bid process described below may also be used if the Board of Directors determines that it is in the best interests of the MCCA for situations such as complex technical needs or services.
- D. The MCCA may accept contract pricing for goods or services; however, it is not obligated to purchase from a vendor who guarantees a rate if a lower price is available.
- E. The procurement of goods or services, which involves expenditures of more than \$5,000, must be done through a competitive bid process under the direction of the Secretary-Treasurer.

III. Competitive Bid Process

- A. The MCCA Secretary/Treasurer shall ensure that the invitation to bid includes:
 - 1. Specifications for the goods or services
 - 2. Public notice given on the MCCA website and in local newspapers as determined by the MCCA Secretary/Treasurer.
 - 3. Statement that sealed bids will be accepted.
 - 4. Statement of the time and place of the public bid opening.

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- B. Bids shall be awarded to the most responsible, responsive bidder and may not be awarded to the lowest bidder who meets the specifications and submits proper insurance requirements. However, if supporting information presented recommends another bid, the Board of Directors may award the bid to another bidder who better meets requirements. In any case, the Board of Directors shall make the final decision if supporting information justifies other than the low bid be awarded. The Board of Directors may reject any or all bids, if it deems it is in the best interest of the MCCA to do so.
- C. The Board of Directors may waive the competitive bid process when:
1. Emergencies or justifiable special circumstances require the timely procurement of goods or services;
 2. There is only one source of supplier; or
 3. The service or products are received through the state or other joint bid processes.

IV. Payment for Goods or Services

A. Payment requests for any purchases of \$1,000 or *more* must include:

1. Requisition/Invoice signed as approved by Administrator and MCCA Secretary-Treasurer.
2. Account to be charged written on the Requisition Form; and
3. Invoice.

B. Payment requests for purchases *less* than \$1,000 must include:

- Invoice with the account to be charged written on the invoice and signed as approved by the Administrator and the Secretary-Treasurer.

C. Credit Card Purchases

The Administrator is the only person who can authorize the issuance of a new credit card with approval from the Board of Directors.

The use of a MCCA credit card is subject to the following restrictions:

1. No cash advances
2. The credit card limit shall be \$2,500.
3. No personal or private expenditures.
4. No regular operating expenses (e.g., monthly telephone charges, office supplies, etc.)
5. No charges from active vendors or vendors that will invoice MCCA .

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6. No late fees or interest payments shall be reimbursed; these are the personal responsibility of the card holder if the charges are due to the employee's late submission of the necessary invoice/receipt, and must be paid within sixty (60) days.
 - i. If there are three (3) instances of interest and/or late fees in any twenty-four (24) month period as a result of the employee's late submission of the necessary invoice/receipt, the card will be cancelled.
7. A detailed receipt must accompany each expense charge; summary invoices that only list a total and don't provide detail will not be accepted. In some cases an explanation of the charge might be required. For example, if the expense is for meals or food, note on the receipt if it was for a luncheon meeting and how many by name were included on the bill. Clear documentation and receipts shall be submitted immediately after the transaction has been made to the Administrator for payment processing. One receipt shall be provided for each charge on the card. Expenses without proper documentation shall be the responsibility of the employee.

Violations of MCCA's Credit Card Policy may result in disciplinary action, up to and including termination of employment, and/or prosecution.

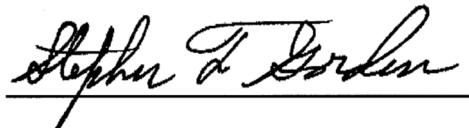
V. **Accounting for Purchases shall follow the existing accounting policies and procedures.**

VI. **Amendments, State Laws and Limitations**

- A. This policy may be changed by a vote of the Board of Directors from time to time.
- B. Any part of this policy is subject to present and future laws of the State of Maine that regulate governmental spending. Conflict between this policy and Maine law shall be resolved in favor of Maine law.

Adopted this eighth day of December 2021.

Approved:



President, MCCA Board of Directors

Attest:



MCCA Secretary-Treasurer

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REQUEST FOR QUOTATION

Date: _____

PURCHASE INFORMATION:		
Vendor: _____		Amount: \$ _____
Item(s) purchased: _____		
Account(s) to be charged:	# _____	\$ _____
	# _____	\$ _____
	# _____	\$ _____

QUOTATIONS FOR PURCHASES

\$1,000 - \$5,000

Three (3) quotations must be recorded before the purchase order is authorized. Purchase order will not be processed without the following quotations.

VENDOR	PRICE
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

MCCA Secretary-Treasurer Authorization

Authorization: _____ Date: _____

Explanation for Vendor Selection: _____
