

**1995-1996 BUDGET
GENERAL OPERATING FUND
PURCHASING**

MISSION To provide the benefits of centralized procurement, service and support to County Offices and related agencies in accordance with County, State, and Federal requirements and guidelines.

- SERVICE AREAS**
1. Requisitions/Purchase Orders Processed: To continue maintenance and refinement of procedures to reduce processing time for purchase requests. Review and evaluate requisitions for determination of more efficient buying such as establishing blanket orders, term contracts, and consolidation/batching.
 2. Formal Solicitations Issued/Contracts Processed: To prepare bid and proposal packets for supplies, materials, equipment and services as outlined in the FY 96 Operating and CIP budgets consistent with available funding and in accordance with time requirements of the using departments.
 3. Operations Management/Communications: To provide information, revised policies, and procedures governing the operation of the centralized purchasing system to enhance the efficiency of the procurement process so that purchases may be made in a timely and proper fashion.

BUDGET SUMMARY

	FY95 Budget	FY96 Budget
Personnel	\$ 126,498	\$ 138,064
Operating	16,494	16,619
Capital	0	0
Total	<u>\$ 142,992</u>	<u>\$ 154,683</u>

PERSONNEL

Full-time Personnel	3	3
Part-time Personnel	0	0

BUDGET COMMENTS

The FY 96 budget provides for continuation of the current level of effort. The demands on this office are increasing; however, they have been mitigated by revising purchasing procedures which reduce staff involvement in small purchases. A major focus for FY 96 will be to revise the existing Purchasing Manual.