

Amendments to the Emmet County Procurement Policy & Procedures Manual

Proposal Drafted September 9, 2019 – For Approval by the Emmet County Board of Commissioners

Amendment 1 - Section 5.3 Vendor Setup

Change the requirements in the vendor setup process to limit obtaining a W-9 only from vendors providing services to the County.

Rationale for the change: Although best practice is to obtain a W-9 from all vendors, the IRS only requires a W-9 on file for vendors providing services costing the County in excess of \$599.99 per calendar year. The finance department is requesting this amendment to reduce administrative burden.

Amendment 2 - Addendum 9 – Exceptions to Procurement Rules and Guidelines

Add the following to the list of exceptions:

Repairs and Maintenance on DPW and EMS Large Vehicle Equipment

Rationale for the change: Repair and maintenance costs on large vehicle equipment often exceed the \$1,000.00 threshold for requiring purchase orders. However, the cost is not known until after the completion of repair or maintenance service and receipt of the bill. In such cases, department staff must follow-up by preparing confirming purchase orders. Confirming purchase orders for maintenance and repairs do not provide beneficial controls. These types of maintenance and repair services are necessary for sustaining essential department operations. Controls in place requiring departmental approval prior to payment of invoices are sufficient without the need for confirming purchase orders.