

ADMINISTRATIVE ORDER NO. 91—9
OF THE
JEFFERSON COUNTY COMMISSION
JULY 31, 1991

PURSUANT to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued.

PURPOSE

To establish policies and procedures with respect to creation, review, approval and payment of Unusual Demands.

A. POLICY

In the normal course of operations County departments must follow the Administrative Order for purchasing policy. In an emergency or out of the ordinary situation there are times when it is expedient to acquire a service or goods other than through a requisition or contract to facilitate the operation of a department. This constitutes the need for an Unusual Demand. Funds must be available to the department for the use of an Unusual demand. An acceptable situation for requesting the use of an Unusual Demand would be subscriptions, association dues, or an emergency repair service.

Unusual Demands should be limited in number and should not be used in ordinary circumstances. Goods and services should be requisitioned through the purchasing department or should be covered by a Contract Purchase Order when feasible. This Administrative Order supersedes all previous policies and procedures.

B. PROCEDURE

Responsible Party	Action
Department Head or Designated Person	Determines there is a need for a certain item that does not require a requisition or contract. Contacts supplier for delivery of goods and services. Department receives goods or services and instructs vendor to forward invoice to Accounts Payable.
Accounts Payable	Receives invoice, forwards invoice copy to receiving department.

Responsible Party

Action

Department	Examines invoice copy, approves for payment and assigns account number. Fills out Unusual Demand voucher, attaches voucher on top of invoice, forwards to Accounts Payable.
Accounts Payable	Examines voucher for completeness and enters into finance system. Prepares Unusual Demand list giving vendor name, description, department and amount. Distributes list to Commissioners, Finance Director and Minute Clerk on the afternoon before the Commission meeting.
Jefferson County Commission	Commission acts on Unusual Demands; approved or disallowed.
Minute Clerk	Enters approved Unusual Demands on minutes for the week. Returns approved list to Accounts Payable.
Accounts Payable	Issues check for approved Unusual Demands Friday following approval in the Commission meeting. Returns disallowed vouchers to department.

Mary M. Bucklew 8-1-91
President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
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