

YAMHILL COUNTY
Official Policy

Purchase Orders / Countersignatures

Board Order 02-462, July 2, 2002
Board Order 16-32, January 28, 2016

A countersignature is required on a purchase order ("P.O.") for purchase of goods or services which exceed \$5000. This requirement does not pertain to payments for utilities, payments to the State of Oregon, payments made under an approved contract or service agreement, dollars passed-through the County for other public agencies or private non-profit organizations, or payments made under a lease purchase. Payment of purchase card bills in excess of \$5000 does not require a purchase order; however, any single purchase that exceeds \$5000 made on a purchase card requires special authorization from accounting.

The order of countersigners is as follows: County Administrator; Financial Services Manager; Board Chair, Board Vice-Chair, Commissioner.

The process for having a P.O. signed is as follows:

Send the P.O. to the county commissioners' office. The Board secretary is the primary contact. In his/her absence, the Board secretary or County Counsel's paralegal will accept the P.O. and arrange for counter-signature by one of the staff listed above.

Allow enough time for someone to counter-sign the P.O. (usually 24-hour turnaround time). Inform the Board's receptionist if there is an emergency need for an immediate signature. The secretary will try to arrange for an immediate countersignature, if at all possible. Do not contact the countersigners directly.

Note: Purchase of any data processing hardware, software, and related services must be countersigned by the IT manager or the IT manager's designee **prior** to being submitted to the commissioners' office for countersignature. Any unauthorized hardware or software is subject to removal by the IT Division.

Accepted by Yamhill County
Board of Commissioners on
1-28-16 by Board Order
16-32

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