

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
SMALL COST PURCHASING PROCEDURES

**Purpose –**

The purpose of small cost purchasing is to allow county agencies to purchase goods [~~and/or~~ or] services on an expedited basis, without major involvement of the Division of Contracts and Procurement. Delegating small cost purchases to county agencies makes purchases of small cost items more convenient for the initiating county agencies; simplifies and reduces acquisition costs on small cost purchases; and provides for timely payment to the vendor.

**Reference-**

Salt Lake County Ordinance Chapters 3.15 and 3.20

1.0 Procedures

The procedures under this policy may be used if the procurement is less than the minimum amount for formal advertised solicitation. If these procedures are not used, the other methods provided for by county procurement policies shall apply.

1.1 Small Cost Purchases

- 1.1.1 County agencies may make small cost purchases to acquire goods or services below the small cost limit without competitive bids. Small cost purchase orders below the small cost limit may be awarded and issued by county agencies, and shall be submitted for signature by the proper signing authority. Agencies shall maintain a file of any quotes received and other award justifications used for their small cost purchases.
- 1.1.2 Insofar as it is practical, Contracts and Procurement (or county agency by delegation) shall solicit written quotes from no fewer than three qualified vendors for purchases less than the minimum amount for formal advertised solicitation and in excess of the small cost limit. Award shall be made to the vendor offering the lowest acceptable quotation.
- 1.1.3 The agency acquiring the written quotes shall maintain as public record all written quotes, including the name of the vendor, and the date and amount of each quote.

1.2 Small Cost Blankets

- 1.2.1 The Division of Contracts and Procurement may establish small cost blankets as requested by the using county agency for repetitive purchases under the small cost limit only if the vendor does not accept a purchasing card for payment. Once a small cost blanket is approved, county agencies may place small cost orders according to the blanket.

- 1.2.2 It is the responsibility of the using county agency to identify the need for goods or services and the approximate cost for those goods or services.
- 1.2.3 A county agency may be issued only one small cost blanket for each vendor used. The total annual amount purchases from the vendor must not exceed the small cost blanket limit.
- 1.2.4 A small cost blanket will not be authorized when there is a current county contract for the same purpose that can be utilized to acquire the good or services needed by the agency.

**2.0 Restrictions**

- 2.1 A small cost blanket shall expire at the end of each calendar year.
- 2.2 Invoice amount shall not be split or separated into multiple invoices for a single transaction.
- 2.3 Repetitive small cost purchases from the same vendor will be reviewed annually by the Division of Contracts and Procurement to determine if a competitive solicitation should be issued.

APPROVED and PASSED this 3 day of June, 2014.

SALT LAKE COUNTY COUNCIL

By: \_\_\_\_\_  
Michael Jensen, Chairman

ATTEST:

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Sherrie Swensen  
Salt Lake County Clerk

APPROVED AS TO FORM:

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Deputy District Attorney                      Date