

Fiscal Year 2012/2013 Budget Program Description

Purchasing

Department Mission Statement:

The mission of the McHenry County Purchasing Department is the responsibility of the procurement of supplies, equipment, services and construction in accordance with the McHenry County Purchasing Ordinance dated December 1, 2006, as well as the management and disposal of supplies and equipment, and providing accessible and responsive internal and external customer service.

Program Description (By OCA Code)	Customers Served	Mandated Service	Funding Source
OCA 060005 PURCHASING -The Purchasing Department has the responsibility to oversee the procurement of all supplies and equipment, services and construction as needed by the County. Purchasing has the additional responsibility to sell, trade, transfer, or otherwise dispose of surplus supplies and equipment belonging to the County. The department assists in the development of the specifications and provides contract administration, inspection and acceptance, in cooperation with the public agencies using the supplies, equipment, services and construction.	McHenry County Departments and various related McHenry County entities.	Local and State Governments County of McHenry Purchasing Ordinance dated December 1, 2006	General Fund
OCA 060010 MAILROOM -The Purchasing Department oversees and supervises the mailroom activities including pickup and delivery of mail, processing outgoing mail and receiving of mail and mail-related packages for the County of McHenry.	McHenry County Departments and various related McHenry County entities.	Federal Government United States Postal Regulations	General Fund