

**Fiscal Year 2010/2011 Budget
Program Description**

PURCHASING DEPARTMENT

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
<p><u>OCA 060005 Purchasing</u>-The Purchasing Department has the responsibility to procure all supplies and equipment, services and construction as needed by the County. The department has the additional responsibility to sell, trade, transfer or otherwise dispose of surplus supplies and equipment belonging to the County. The department assists with specification development and provides contract administration, inspection and acceptance, in cooperation with the public agencies using the supplies, equipment, services and construction. The department also exercises general supervision over inventory of supplies belonging to the County.</p>	<p>McHenry County Departments and various related McHenry County entities.</p>	<p>Local and State Governments County of McHenry Purchasing Ordinance dated December 1, 2006</p>	<p>General Fund</p>
<p><u>OCA 060010 Mailroom</u>- The Purchasing Department oversees and supervises the mailroom activities, including pickup and delivery, processing outgoing mail, receiving mail and packages for the County of McHenry.</p>	<p>McHenry County Departments and various related McHenry County entities.</p>	<p>Federal Government United States Postal Regulations</p>	<p>General Fund</p>