

Fiscal Year 2008/2009 Budget Program Description

Purchasing

Department Mission Statement:

The mission of the McHenry County Purchasing Department is the responsibility for 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 disposes 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 inventories 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, pick up and delivery, processing 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> |
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