

Oconee County Fiscal Ordinance Update

Procurement Methods & Authorizations

Current Fiscal Ordinance

Dollar Amount	Procurement Method	Documentation	Approval
\$0 - \$2,000	Verbal Quotes - 1	Department Purchase Order	Department Director
\$2,000.01 - \$5,000	Verbal Quotes - 3	Purchase Requisition Purchase Order	Department Director Finance Director or Procurement Officer
\$5,000.01 - \$10,000	Verbal Quotes - 3	Purchase Requisition Purchase Order	Department Director Finance Director
\$10,000.01 - \$20,000	Written Quote - 3	Purchase Requisition Purchase Order	Department Director Finance Director
\$20,000.01 - \$100,000	Competitive Sealed Bid or Formal Sealed Proposal	Purchase Order	County Administrator
\$100,000.01+	Competitive Sealed Bid or Formal Sealed Proposal	Contract	Board of Commissioners

Table 1

Updated Fiscal Ordinance

Dollar Amount	Procurement Method	Approval
\$0 - \$2,500	Verbal Quotes - 1	Department Director
\$2,500.01 - \$5,000	Verbal Quotes - 1	Department Director Finance Director or Procurement Officer
\$5,000.01 - \$10,000	Verbal Quotes - 2	Department Director Finance Director
\$10,000.01 - \$25,000	Written Quote - 3	Department Director Finance Director
\$25,000.01 - \$100,000	Competitive Sealed Bid or Formal Sealed Proposal	County Administrator
\$100,000.01+	Competitive Sealed Bid or Formal Sealed Proposal	Board of Commissioners

Table 1

Payment Procedures

Current Fiscal Ordinance

Payment Method:	Terms:
Financial Transaction Card	Immediately
Electronic Payment System	10 Days
Automatic Clearing House (“ACH”)	20 Days
Check	30 Days

Table 2

Updated Fiscal Ordinance

Payment Method:	Terms:
Purchasing Card	Immediately
Automatic Clearing House (“ACH”)	10 Days
Check	30 Days

Table 2