

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Order on June 27, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

RESOLUTION NO. 2023/260

IN THE MATTER OF UPDATING THE “WARRANT REQUEST PURCHASING PROCEDURE” PURSUANT TO COUNTY ORDINANCE CODE SECTION 1108-2.222

WHEREAS, [County Ordinance Code Section §1108-2.222](#) authorizes the procurement of certain services, supplies, equipment, materials, goods and other personal property without utilizing the Purchasing Agent, commonly referred to as the “Warrant Request Purchasing Procedure” (the “Procedure”);

WHEREAS, [County Ordinance Code Section §1108-2.222](#) requires that the Board of Supervisors identify, by resolution, what services, supplies, equipment, materials, goods and other personal property may be purchased directly by County departments and officers without utilizing the Purchasing Agent;

WHEREAS, the Board of Supervisors has from time-to-time reviewed the list of eligible items and adopted updated resolutions to provide guidance to County departments, the Purchasing Agent and the Auditor-Controller to ensure compliance [County Ordinance Code Section §1108-2.222](#);

WHEREAS, the most recent review process was conducted on July 7, 2015 resulting in the adoption of Resolution No. 2015/162;

WHEREAS, on June 12, 2023 the Internal Operations Committee received a report ([Agenda Item No. 8](#)) from the County Administrator’s Office on efforts to consolidate and streamline the County’s purchasing policies and procedures, including recommendations to update the Procedure;

WHEREAS, this Resolution No. 2023/260 effectuates those changes and is effective upon adoption.

NOW, THEREFORE, BE IT RESOLVED:

- A. Process. Services, supplies, equipment, materials, goods and other personal property items eligible for procurement using this Procedure, as identified in Section B below, may only be procured after taking the following actions:
 1. Department head, or authorized designee, confirmation that sufficient appropriations exist within the requesting department budget;

2. Department head, or authorized designee, submits a “Warrant Request” form or equivalent electronic form maintained by the Auditor-Controller’s office; and
3. Department head, or authorized designee, does not enter into any agreements related to the purchase.

B. Eligible Purchases. County departments and officers are hereby authorized and may, in lieu of using the Purchasing Agent, directly purchase certain services, supplies, equipment, materials, goods and other personal property the following specified items required for County business and operations identified in Administrative Bulletin No. 600, “Purchasing Policy and Procedures”, as updated from time-to-time by the County Administrator.

C. Ineligible Purchases. Items other than those specified as eligible for payment by Warrant Request in Administrative Bulletin No. 600, “Purchasing Policy and Procedures” are not eligible for direct purchase by County departments and officers.

D. Supersession. This resolution supersedes Resolution No. 2015/162, adopted July 7, 2015.