

1999-2000 GRAND JURY FINAL REPORT

PURCHASE ORDERS: POLICIES AND PROCEDURES AND CURRENT PRACTICE

Respondent: Chief Administrative Officer

Recommendation (R-1):

That the General Services Agency review the newly generated policies and procedures for Centralized Purchase Orders, and Price Agreement Purchase Orders to ensure they contain appropriate performance and compliance oversight.

Response: Concur

The recommendation has not yet been implemented but will be implemented in the future. GSA will provide the CAO a new Purchasing Policy and Procedures Manual by December 31, 2000 that includes appropriate performance and compliance oversight practices.

Recommendation (R-2):

That Materials Management, General Services Agency, and Accounts Payable, Auditor-Controller's Office, should define their respective responsibility to ensure compliance to County procedures for all purchase orders, with clear compliance review procedures for purchase orders in amounts under \$5,000.

Response: Concur

The Purchasing Agent and Deputized Purchasing Agents are currently reviewing all purchase orders to ensure compliance with County procedures.

Recommendation (R-3):

That the Auditor-Controller initiate an audit of Fleet Services purchasing practices to assess the efficacy and efficiency of these purchasing practices

Response: Concur

The recommendation has not yet been implemented but we would support as beneficial any decision by the Auditor-Controller to audit Fleet Services purchasing practices.