

# PURCHASING

The Purchasing Department proactively directs the County's procurement operations and activities. It also develops, coordinates and evaluates procurement and contract administration policies and programs; performs contract administration oversight; provides guidance and support to departments and agencies in administering contracts; develops purchasing requests; performs cost-price analyses, and analyzes cost-price indices.

DEPT NUMBER: 1-9171	PURCHASING					
FUNDING SOURCE(S)	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 BUDGET	FY 2011/12 BUDGET	INC/DEC FY 12 - 11
General Fund	192,060	201,932	228,501	197,471	196,452	(1,019)
<b>EXPENDITURES</b>						
Personnel Services Expenditures	178,094	185,223	214,297	184,371	184,597	226
Operating Expenditures	12,953	16,071	14,204	13,100	11,855	(1,245)
Capital Outlay	1,014	637	0	0	0	0
Other Expenditures	0	0	0	0	0	0
<b>EXPENDITURE TOTAL</b>	<b>\$192,060</b>	<b>\$201,932</b>	<b>\$228,501</b>	<b>\$197,471</b>	<b>\$196,452</b>	<b>(\$1,019)</b>
<b>AUTHORIZED PERSONNEL</b>	3	3	3	3	3	0

## FY 2011/12 Budget Highlights & Initiatives

- Personnel Services increase due to the SC Retirement System employer contribution rate increase.
- Operating Expenses decrease from FY 2010/11 levels with the across the board reductions to Office Supplies, Mileage, and Professional Development.

### Goal:

To procure supplies, equipment, material and services in a timely, efficient and effective manner and in compliance with applicable laws, regulations and County policies

### Objectives:

- Increase standardization of products and services procured throughout the County in order to reduce total cost
- To ensure we obtain and acquire the best price and value for each dollar spent
- Development of strong, professional working relationships with our vendors, our internal customers and in our local community

Function or Division	Description	Percent of Budget
Procurement	Develop, coordinate and evaluate procurement and contract administrative service for the County	100%