



## LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

### *Policy on Executive Officer Purchasing Authority*

(Adopted: February 26, 2004; Last Amended: October 6, 2014)

Pursuant to Government Code Section 56380, the Commission shall make its own provision for necessary quarters, equipment, supplies and services. The associated operating costs are provided for through the Commission's adoption of its annual budget in the manner prescribed in Government Code Section 56381.

It is the intent of the Commission to charge the LAFCO Executive Officer with the responsibility and authority for coordinating and managing the procurement of goods, equipment, and services. The policy of the Commission is:

1. The Executive Officer is charged with the responsibility and authority for coordinating and managing the procurement of goods, equipment, and services in accordance with applicable laws, regulations and policies.
2. The Executive Officer is authorized to act as the agent for LAFCO in procuring personal property and services.
3. Only the Commission itself or the Executive Officer may commit LAFCO funds for the purchase of any goods, supplies or services for LAFCO use.
4. The Executive Officer is delegated purchasing authority on behalf of LAFCO for goods and supplies not to exceed \$3,000 per transaction and purchasing authority for services not to exceed \$5,000 aggregate per vendor. The Commission must approve any purchase of goods, supplies and services that exceed the monetary limits set forth in this paragraph.