

177.23 PURCHASES NOT EXCEEDING \$1,000.

(a) The following types of purchases, provided they do not exceed one thousand dollars (\$1,000), shall be exempt from the requirement that the availability of funds be pre-certified by the County Fiscal officer:

- (1) Subscriptions, publications and bulletins;
- (2) Conference and seminar registration fees for approved travel;
- (3) Airline tickets for approved travel;
- (4) Training expenses and approved training;
- (5) Reimbursement of personal cash expenditures;
- (6) Licenses, permits and fees;
- (7) Memberships;
- (8) Mileage reimbursements;
- (9) Shipping, freight and postage;
- (10) Utility refunds;
- (11) Uniform allowance purchases;
- (12) Trial expenses;
- (13) Hotel expenses;
- (14) Meal expenses;
- (15) Juvenile restitution payments;
- (16) Hospitality items;
- (17) Veteran's burial expenses;
- (18) Advertising;
- (19) Office supplies, and equipment, supplies for maintenance and cleaning, computer supplies and photocopier supplies;
- (20) Mediation fees.
- (21) Emergency repairs of equipment or vehicles;
- (22) Fees for interpreting services;
- (23) Fees for services rendered to the Juvenile Court by an attorney for the Attorney Help Desk program.

(b) Any person authorized to make a purchase under subsection (a) of this section shall, within seven (7) business days of the receipt of an invoice, prepare and file with the County Executive an electronic or written signature list for approval and submission to the County Fiscal officer, containing an expenditure voucher with an original itemized vendor's invoice specifying the purpose, amount of the expenditure, the date of the purchase, the specific appropriation item from which the expenditure is to be made, and such additional information as the Fiscal Officer may require.

(c) ~~In order for~~ The exemptions in this section to shall remain in force until this section is repealed by ordinance., ~~on an annual basis County Council must adopt a resolution approving for the ensuing fiscal year the exemption of the types of purchases stated in paragraph (a) from pre-certification of the availability of funds by the Fiscal officer. The annual resolution shall not add additional types of purchases or deleteion of the types of purchases stated in paragraph (a), which shall require the amendment of this section by ordinance. At least fifteen (15) days prior to the adoption of the annual resolution, notice shall be given to the Fiscal Officer, who shall have fifteen (15) days in which to review and comment on the proposed resolution. If Council fails to adopt such a resolution, the exemptions stated in paragraph (a) above shall cease on December 31st of the last year for which they were approved.~~

EXHIBIT A

(d) The Fiscal officer is authorized to establish policies and procedures to implement this section.

(e) A violation of the policies and procedures established by the Fiscal Officer to implement this section shall be cause for the Fiscal Officer to restrict or eliminate a County office's right to make purchases under paragraph (a) of this section.