

ORDINANCE NO. 1995(3)

AN ORDINANCE OF HOPKINS COUNTY, KENTUCKY, AMENDING THE HOPKINS COUNTY ADMINISTRATIVE CODE AS THE SAME PERTAINS TO SMALL PURCHASE PROCEDURES AND PURCHASE ORDERS

WHEREAS, the governing body of Hopkins County, the Hopkins County Fiscal Court, has received a recommendation from the County Judge/Executive to amend the Administrative Code of Hopkins County as the same pertains to Section 424.0 Small Purchase Procedures (Purchase Orders), and

WHEREAS, the Fiscal Court has determined that the recommendation of the County/Judge Executive concerning Purchase Orders be adopted.

NOW THEREFORE, BE IT ORDAINED by the Fiscal Court of Hopkins County that the Administrative Code of Hopkins County be amended as follows:

424.0 Small Purchase Procedures.

424.1 The County Judge/Executive determines the need for any item requested and shall approve or disapprove an expenditure of less than Five Hundred Dollars (\$500.00) for any agency not under the direct supervision of another elected official, provided said expenditure is provided for in the budget. Each elected official shall determine the need for any item requested in his or her office or agency and approve or disapprove said expenditure of less than Five Hundred Dollars (\$500.00), provided this expenditure is provided for in the budget.

424.2 The County Judge/Executive and other elected office holders shall assure that any purchase order approved by him or her shall not exceed the line item appropriation in the county budget.

424.3 Four copies of the Purchase Order shall be prepared; one for the vendor, one for the agency or office requesting the item, one for the County Judge/Executive, and one for the County Treasurer.

424.4 The County Judge/Executive and the County Treasurer shall enter the anticipated expenditures in a small purchase ledger.

424.5 After payment is made, the County Judge/Executive and the County Treasurer shall file a copy of the Purchase Order in numerical sequence, along with the Vendor's Invoice.

424.6 The County Judge/Executive and the County Treasurer shall enter the actual amount of expenditure in the ledger.

424.7 No purchase shall be made without an approved Purchase Order, and no purchases shall be made in excess of Five Hundred Dollars (\$500.00) without prior Fiscal Court approval.

424.8 Blank Purchase Orders shall not be issued.

424.9 All Purchase Orders shall indicate the appropriation account number to which the claim will be posted.

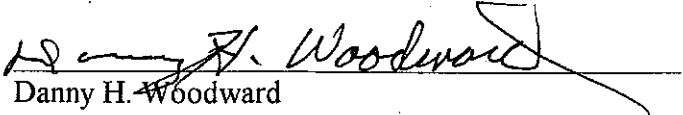
424.10 All Purchase Orders shall be accounted for and pre-numbered.

The Administrative Code and the Small Purchase Procedures is amended or altered in no other respect.

This ordinance shall become effective on the 1st day of June, 1995.

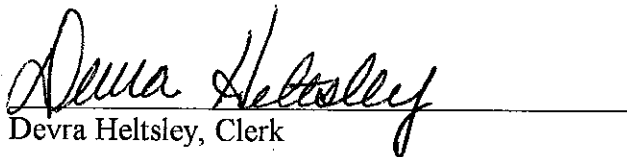
UPON MOTION by Magistrate Purdy, seconded by Magistrate Welch, first reading

was held and approved on the 20th day of April, 1995.



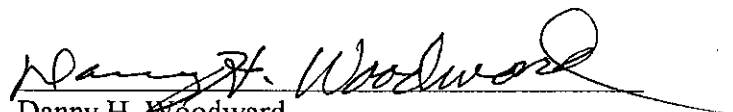
Danny H. Woodward
Hopkins County Judge/Executive

Attest:



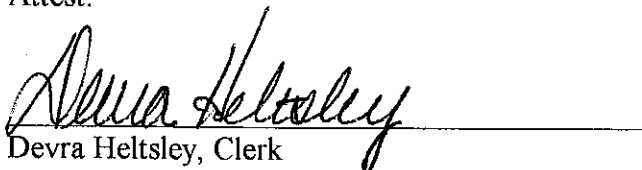
Devra Heltsley, Clerk

ON MOTION of Magistrate Martin and Seconded by Magistrate Pharris, second reading held on the 4th day of May, 1995, and passed on the 4th day of May, 1995.



Danny H. Woodward
Hopkins County Judge/Executive

Attest:



Devra Heltsley, Clerk