**Madison County Board of Developmental Disabilities**

**Chapter 2 Addendum**

**Purchases for the Program**

**Board Approved: October 18, 2012**

**226 Purpose**

The Board requires the Superintendent to follow all appropriate rules, regulations, or policies governing program purchases. Such purchases shall be consistent with practices of sound fiscal management.

**226.1 Purchase Authority**

The Superintendent has purchase authority up to $25,000.00 for all services and products.

1. Exceptions to the $25,000.00 limit are monthly bills for Life Insurance, Fuel, Utilities, and Healthcare which require prompt payment for discounts. In addition when any demonstrable emergency purchase arises the Superintendent has authority to spend up to $25,000.00. Emergency procurement shall be limited to those supplies and services necessary to meet the emergency. A record of each emergency procurement shall be made and shall set forth the basis of the emergency and identify any contract and particular contractor selected. A summary of bills paid using the Superintendent’s bill paying authority will continue to be provided to the Board on a regular basis for their after the fact review.
2. The Superintendent may delegate to the Directors approval authority up to specific limits for purchases up to a $5,000.00 limit.

**226.2 Competitive Bidding**

Purchases in excess of $50,000.00 must be bid in accordance with the state bid process specified in Ohio Revised Code 307.86 and related changes specified in HB 509 Sec. 307.86 and 307.861.

**226.3 Exceptions**

This policy does not apply to contracts and payments made for the provision of residential services through Supported Living. Reference section 222 Ethics Council as applicable.