

POLICY #39

PURCHASES OF NEW VEHICLES

DATE ADOPTED: 7-28-08
MINUTE BOOK: 36 PAGE 207

POLICY: To establish review guidelines regarding the purchase of new vehicles.

PROCEDURE: In order to provide the Houston County Commission with information regarding new vehicle purchases, the request for purchase of new vehicles must first be submitted to the Chief Administrative Officer of Houston County. The Chief Administrative Officer will be responsible for gathering formation from the requisitioner and other resources and for submitting an analysis to the Commission. The analysis should include:

- A detailed description of the vehicle to be purchased including proposed options
- A general description of the work application for which the vehicle will be used
- Alternative vehicle purchase options
- Proposed purchase price and proposed purchase price for alternative vehicle options
- Indication as to whether or not the vehicle can be serviced by the County Shop

The completed review must be submitted to and approved by the Houston County Commission prior to issue of a purchase order for the new vehicle.