

PURCHASING YOUR STRATEGIC PARTNER

I can't
remember
my PO #?

Oh, NO!

AHHHHHH!!

Help!!!!
I need to order
supplies

I need
Greene
County
Purchasing!



PURCHASING'S OBJECTIVES

- To provide the County with goods and services needed in the right QUALITY and QUANTITY on a TIMELY basis, as efficiently as possible, and at the lowest overall cost.
- The Purchasing mission is “To efficiently procure goods and services required for County operations utilizing ethical, cost-effective, and statutory methods”.
- The goal of public procurement is to satisfy our end-users by maximizing competition, maintaining integrity and transparency, sourcing products/services at a fair and reasonable price, getting what is needed when it is needed, while serving the long-term interests of the County.

THE PROFESSIONAL BUYER:

- Upholds the National Institute for Public Procurement's Code of Ethics, Best Practices, and Guiding Principles
- Bridges the gap between our end-users and suppliers
- Serves as a fiduciary steward of the County's monies
- Helps the County and our community one contract at a time!

Enters Requisition
&
requisition is
approved by
Department Head

Sourcing/Assigns
Vendor
(Solicits quotes or
applies contract
Pricing)

Attach supporting
documents to
requisition

Approve requisition
&
move to
Auditor's queue

Generate approved
Requisition into a
Purchase Order

Buyer Codes PO

Purchasing Director
approves PO

PO is issued to
vendor
&
Requisition is
moved to history

STAFF SPOTLIGHT

Laura Merriman, Director of Purchasing. Laura has been in public procurement for 30 years. Depts assigned: Commission, PA, Public Adm, HR, Medical Examiner, Recorder, Treasury, Auditor, Budget.

Shelly Williamson, Contract Specialist. Shelly has been in public procurement for 4 years and private procurement for over 7 years. Depts assigned: IS, OEM, Central Supply, Juvenile, Print Shop, Microfilm, Court IT, PA/ IS, Project Manager and contracts

Miriam Minter, Buyer III. Miriam has been in public procurement for 6.5 years. Depts assigned: Jail, Sheriff

Leah Avers, Buyer II. Leah has been in public procurement for 1.5 years and previously worked for the Highway Department for 10 years. Depts assigned: Building Ops, Assessors, Collector, County Clerk, Archives, Resource Mgmt, Enviromental, Courts

Rick Adams, Buyer II. Rick joined the purchasing team this year and is responsible for the Highway Department.

Surplus Property

Staff also coordinates the disposal of surplus property.

To date the Department's Surplus Property Program has earned the County more than...

\$1 MILLION DOLLARS

PROFESSIONAL ASSOCIATIONS

- As lifelong learners and to ensure we are staying up on industry trends, our staff members belong to the following professional associations:
- The Missouri Association of Public Purchasing (MAPP) Chapter #3 of NIGP



QUESTIONS

THANK YOU!!