4.4.a SIERRA KINGS HEALTH CARE DISTRICT
FINANCE
POLICIES AND PROCEDURES

PURCHASING – towards fiscally sound practices that protect the assets of the Sierra Kings Health Care District (referred to as the District).

PURPOSE:
The purpose of this policy is to establish District guidelines for the fair acquisition of goods, supplies, services, and equipment.

POLICY:
It is the policy of the District that all District purchases of goods, supplies, services, and equipment be made pursuant to a uniform and reliable method and following the procedures contained herein.

PROCEDURE:

Supplies

1. Supplies are office and other administrative items needed to perform the operations of the District. Prior to purchasing supplies, staff will obtain email authorization from the Chief Executive Officer. Prior to authorizing any such purchase, the Chief Executive Officer will review the proposed purchase against the District's adopted budget to ensure that the purchase will not cause the District to exceed the spending levels authorized therein.

Capital Acquisition

1. Capital equipment is equipment with an original cost of at least $2,500 and with a useful life of at least three (3) years; or, depreciable assets that are bought in multiple quantities, and the cost of the quantity is at least $2,500, and has a useful life of at least three (3) years.
2. All capital equipment shall be capitalized.
3. Prior to purchasing capital equipment, the District employee responsible for the purchase must complete the Capital Equipment Requisition Form located in the District office.
4. After completing the Capital Equipment Requisition Form and obtaining the appropriate authorization, the form must be submitted to the Executive Assistant for order placement.

Authorization

1. The officers and employees listed below may authorize budgeted capital equipment and routine supply purchases up to the following purchase amounts:

$0-$2,500	Chief Financial Officer
$2,500-$10,000	Chief Executive Officer
$10,000-Above	Board of Directors

2. The officers and employees listed below may authorize non-budgeted capital equipment and routine supply purchases up to the following purchase amounts:

$0-$500	Chief Financial Officer
$500-$5,000	Chief Executive Officer
$5,000-Above	Board of Directors

The above signature authorizations must appear on the Capital Equipment Requisition Form prior to the item being ordered.

Journals, Subscriptions, and Seminars

All requests for payment for journals, subscriptions, or educational seminars must be approved in advance by the Chief Executive Officer.

Contracts and Procurement

State law requires that District purchases of material, supplies, or work to be done (except for purchases of medical or surgical equipment or supplies, professional services, or of electronic data processing and telecommunications goods and services) at a cost of more than $25,000, be procured by competitive bid. (District Law: Section 32132, Division 23, California Health and Safety Code.)

The Board of Directors may, without bidding, approve contracts for work to be done or for materials and supplies to be furnished, sold, or leased, if it first determines that an emergency exists warranting such expenditures.

See Finance Policy 4.8 – Contracting Procurement for rules and regulations around the process for securing goods and services in the open market.

Public Works Contracts

As a local public agency, the District is subject to state prevailing wage laws. As such, all workers employed on any District public works projects must be paid a prevailing wage as determined by the Department of Industrial Relations, according to the type of work and location of the project.

Attachment H: Capital Equipment Requisition Form

Written: June 23, 2020
Revised: 10/22/24
Reviewed: