

**WARREN COUNTY PURCHASING DEPARTMENT  
SUPPORT SERVICES COMMITTEE MEETING  
MARCH 24, 2011**

1. New Business
  - A. Request for the Purchasing Agent and Deputy Purchasing Agent to attend the Annual NYSAMPO Conference at the Fort William Henry from May 11th - May 13<sup>th</sup>. Total cost of \$500 is included in the 2011 budget.
  - B. Requesting Resolution to adopt the 2011 Warren County Purchasing Policy.

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: PURCHASING**

**DATE: March 24, 2011**

- (a) Purpose of Request: Requesting Resolution to adopt the 2011 Warren County Purchasing Policy.
  
- (b) Details: The 2010 policy has been updated per discussions with Warren County Department Heads and review by the County Attorney/Administrator.
  
- (c) Previous Resolution Number: 142 of 2010 as amended by 358 of 2010 & 521 of 2010
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

SCHEDULE "A"  
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)  
 Out-Of State (needs Board resolution)

The Support Services (Supervisory Committee) hereby authorizes Julie Pacyna + Jason Spur (Employee Name)

to attend the SAMPC Conference (Name of meeting or organization)

at the Fort Williams Henry (Address)

on 5/11 - 5/13 (Dates) Mode of transportation to be used personal vehicles (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Vanue is so close well use our own vehicles.

Proper documentation must be attached when submitting for approval.  
(Please check documents attached)

- Notice of meeting or convention including cost. \$250.00 each person

**For Overnight Travel**

- Room rate \$ \_\_\_\_\_ GSA\* Rate \$ \_\_\_\_\_  
 Meal costs - GSA\*per diem rate \$ \_\_\_\_\_

\*[www.gsa.gov](http://www.gsa.gov)

Date: 5/22/11

Julie A. Pacyna  
Department Head Signature

Date: 3/24/11

Jason Spur  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

\*\*\*\*\*

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

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Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

**SCHEDULE "A"**  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

Check one:

- In-State (needs Supervisory Committee authorization)  
 Out-Of State (needs Board resolution)

The The Support Services hereby authorizes Amy Clute  
(Supervisory Committee) (Employee Name)

to attend NYSASIC Spring Conference  
(Name of meeting or organization)

at Gideon Putnam Hotel, Saratoga Springs NY  
(Address)

on May 4 -6, 2011. Mode of transportation to be used employee will provide  
own transportation  
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

transportation at employee cost

Proper documentation must be attached when submitting for approval.  
(Please check documents attached)

- Notice of meeting or convention including cost. *\$50.00 conf registration only*

**For Overnight Travel**

- Room rate \$ \_\_\_\_\_ GSA\* Rate \$ \_\_\_\_\_  
 Meal costs - GSA\*per diem rate \$ \_\_\_\_\_

\*[www.gsa.gov](http://www.gsa.gov)

Date: 3-4-11

Amy Clute  
Department Head Signature

Date: 3-24-11

[Signature]  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions: