

RESOLUTION OF THE BOARD OF SUPERVISORS
COUNTY OF SANTA BARBARA
STATE OF CALIFORNIA

IN THE MATTER OF)
AUTHORIZING CERTAIN)
EXPENDITURES NOT) Resolution No. _____
EXCEEDING \$3,500, WHICH)
IS THE CURRENT FEDERAL)
MICRO-PURCHASE THRESHOLD)

1 WHEREAS, it is in the County’s best interest to implement procedures in order to
2 expedite the completion of its lowest-dollar small purchase transactions and minimize the
3 associated administrative burden and cost; and

4 WHEREAS, Government Code Section 29741(b) permits claims or expenditures to be
5 allowed or rejected by the Auditor in the case where “expenditures have been authorized by
6 contract, ordinance, resolution, or order of the Board”; and

7 WHEREAS, The County wishes to align its purchasing practices with Federal
8 Regulations for improved operational efficiency and compliance; and

9 WHEREAS, the recently implemented Federal Regulations in 2014 and referred to as
10 OMB Omni Circular or Super Circular, Sections 200.67 and 200.320 (Title 2, Subtitle A,
11 Chapter II, Part 200, Subparts A and D) define micro-purchases and the micro-purchase
12 threshold limit; and

13 WHEREAS, the micro-purchase threshold is set by the Federal Acquisition Regulation at
14 48 CFR Subpart 2.1 (definitions) and is currently \$3,500 except as otherwise discussed in
15 Subpart 2.1 of that regulation; and

16 WHEREAS, this Resolution will replace the 1992 Resolution 92-584 which delegated
17 responsibility for the purchase of goods and services to appropriate departmental personnel when
18 the value of such purchases did not exceed \$999.

19
20 NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED AS FOLLOWS:
21

22 That the Board of Supervisors authorizes County departments to make expenditures as
23 approved by the Department Head for the purchase of equipment, supplies, materials and
24 services (but not construction) when their total cost does not exceed \$3,500, which is the current
25 micro-purchase threshold set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1
26 (definitions), except as otherwise discussed in Subpart 2.1 of that regulation; and

27 That such purchases shall be made by personnel within each department utilizing
28 authorized methods for purchases in conformance with policies and procedures set forth and
29 from time to time amended by the County Purchasing Agent relative to procurement and by the
30 County Auditor-Controller relative to payment processing and credit card use; and

31 That Department Heads shall develop and maintain necessary and appropriate internal
32 policies and procedures in compliance with those of the Purchasing Agent and Auditor-
33 Controller to ensure the proper handling of purchases by their employees; and

34 That future increases to the federal micro-purchase limit do not automatically increase the
35 amount for expenditures authorized by this Resolution or the amount established in County
36 Purchasing or Auditor-Controller policies and procedures. If the federal micro-purchase
37 threshold is increased in the future, the Auditor-Controller may, but is not required to, return to
38 the Board of Supervisors for an increase in the amount authorized for expenditures. The
39 Auditor-Controller and County Purchasing Agent will adjust their policies and procedures to
40 conform to this Resolution in a manner that aligns with other operational and compliance
41 concerns of the County.

42 This Resolution supersedes Resolution No. 92-548.

43 PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara,
44 State of California this _____ by the following vote:

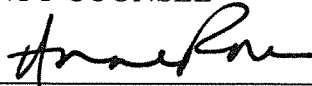
AYES:
NOES:
ABSENT:
ABSTAIN:

BOARD OF SUPERVISORS
PETER ADAM, CHAIR

ATTEST:
MONA MIYASATO
CLERK OF THE BOARD

By: _____

APPROVED AS TO FORM:
MICHAEL C. GHIZZONI
COUNTY COUNSEL

By: 
Deputy County Counsel

APPROVED AS TO FORM:
ROBERT W. GEIS
AUDITOR-CONTROLLER

By: 