

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		5-203
SECTION:	Purchasing	Bidding and Purchasing Limitations for County Employees, Officers, and Officials at County Auctions and Sales
INITIAL ISSUE DATE:	February 13, 1990	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 1 of 2	

PURPOSE

To clarify limitations regarding purchases by County employees, officers, and officials at sales or surplus auctions conducted or sponsored by the County.

DEFINITION

“County Auction” as that term is used in this policy means any sale of personal property, whether or not owned by the County, or surplus auction conducted by or on behalf of the County or sponsored by the County.

POLICY

The following employees, officials, and officers shall not bid upon or purchase any item at any County Auction:

1. Members of the Board of Supervisors
2. County Administrative Office staff
3. Purchasing Agent and Surplus Property Officer
4. Anyone associated with the preparation or set up of a County Auction.
5. Anyone working at a County Auction.

Other County employees, officials, and officers may bid upon or purchase items at a County Auction, except that they may not bid upon or purchase any item they used, operated, or maintained in the course of their employment. Any County employee, official, or officer whose job involves deciding whether to surplus County personal property or who sets the price for that property may not bid upon or purchase any items sent to the County Auction by his or her department. Employees whose job specifications require them to purchase or maintain computers may not bid upon or purchase computers or related equipment at any County Auction.

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		5-203
SECTION:	Purchasing	Bidding and Purchasing Limitations for County Employees, Officers, and Officials at County Auctions and Sales
INITIAL ISSUE DATE:	February 13, 1990	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 2 of 2	

RESPONSIBLE DEPARTMENTS

Support Services -- Purchasing

REFERENCES

- Administrative Update--07/13/2012
- BOS Policy Resolution No. 2008-02--3/4/08 (Amended)
- BOS Policy Resolution No. 2004-4--7/27/04 (Amended)
- BOS Policy Resolution No. 2001-10--8/14/01 (Amended)
- BOS Policy Resolution No. 93-5--6/1/93 (Amended)
- BOS Policy Resolution No. 85-115 or (No. 7-6)--5/7/85 (Valid)