

BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION that the Amendment to Administrative Order of the Jefferson County Commission 07-5, be and hereby is approved.

AMENDMENT TO
ADMINISTRATIVE ORDER
OF THE
JEFFERSON COUNTY COMMISSION
07-5

PURSUANT to the authority vested in the Jefferson County Commission by law, Administrative Order 07-5 is hereby amended as follows:

PURPOSE

To establish policies and procedures with respect to the creation, review, approval and payment of legal obligations via wire transfers for debt services and certain enumerated critical payments to vendors doing business with Jefferson County and the procedure for payment of Unusual Demands.

I. POLICY

In the normal course of operations County Departments must follow the Administrative Order for purchasing policy. In an emergency or out of the ordinary situation, there are times when it is expedient to acquire a service or goods other than through a requisition or contract in order to facilitate the operation of a department and to insure continuity and prompt payment of County legal obligations and certain enumerated critical operations payments made by the Finance Department on behalf of the County.

Unusual Demands should be limited in number and should not be used in ordinary circumstances. Funds must be available to the Department for the use of an Unusual Demand. Goods and services should be requisitioned through the Purchasing Department or should be covered by a contract purchase order when feasible.

II. PROCEDURE

Based on legal obligations and the need to insure prompt, expeditious payment the Chief Financial Officer is hereby authorized to direct wire payments to satisfy debt to the following:

1. Birmingham Water Works transfers into Sewer Revenue Primary Liquidity Account.
2. Transfers into the General Fund Liquidity Account for sewer related reimbursements.
3. Resident Fund.
4. Transfers to cover County credit card charges (FIA card services).
5. Debt service payments.
6. Blue Cross/Blue Shield - employee and retiree claims.
7. Transfers to various banks and accounts to cover bi-weekly and semi-monthly payroll.
8. School warrant (Commission and interest payments).
9. Transfers to Treasury Operating Account.
10. Transfers into the General Fund Liquidity Account for various grants and reimbursements.

The Chief Financial Officer or his designee shall submit a weekly record of Unusual Demand payments handled in the above mentioned manner to the Commission for information and record keeping purposes.

Unusual Demands not covered under the aforementioned wire procedure will be handled in the following manner:

RESPONSIBLE PARTY

ACTION

Department Head or
Designated Person

Determines there is a need for a certain item that does not require a requisition or contract. Contacts supplier for delivery of goods and services. Department receives goods or services and instructs vendor to forward invoice to Accounts Payable.

Accounts Payable
Department

Receives invoice, forwards invoice copy to receiving department. Examines invoice copy, approves for payment and assigns account number. Fills out Unusual Demand voucher pursuant to SAP guidelines, attaches voucher on top of invoice, forwards to Accounts Payable.

Accounts Payable

Examines voucher for completeness and enters into finance system. Prepares Unusual Demand list giving vendor name, description, department and amount. Distributes list to Commissioners, Chief Financial Officer and

Jefferson County Commission

Minute Clerk

Accounts Payable

Minute Clerk on the afternoon before the Finance Committee Meeting.

Commission acts on Unusual Demands; approved or disallowed.

Enters approved Unusual Demands on minutes for the week. Returns approved list to Accounts Payable

Issues check for approved Unusual Demands Friday following approval in the Commission Meeting. Return disallowed vouchers to Department.

III. EFFECTIVE DATE

This Amended Administrative Order shall be effective December 14, 2010.

DONE and ORDERED at the Jefferson County Courthouse, this 14th day of December, 2010.

W. D. CARRINGTON

President Jefferson County Commission