

Memorandum

Date: April 27, 2016
To: All Personnel
From: Undersheriff Melekian
Subject: Revised Purchasing Limits



Sheriff's Bulletin: 16-10

As you may be aware, the County of Santa Barbara has revised the limits on purchasing that have been in place since 1982. The dollar amount limit requiring a purchase order has been raised from \$1,000 to \$3,500. In addition, the same increase in purchasing authority has been applied to department – issued credit cards (Cal-Cards).

Effectively immediately, Expenditure Authorization signing limits have been changed to reflect this change in County policy. Lieutenants and managers may purchase up to \$1,500, Commanders have the authority to spend up to \$3,500. Any purchase over \$3,500 requires the signature of a Chief Deputy or higher, or the Chief Financial Officer *AND* a valid Purchase Order. Please review the attached EA forms. The on-line versions have also been changed.

It is important to remember that this change in Purchasing Authority is governed by budgetary constraints. Department employees can still only spend to the extent of their budget limits.

Please address any questions to the Chief Financial Officer or the Business Office.

A handwritten signature in blue ink, reading "Bernard Melekian".

BERNARD MELEKIAN
Undersheriff

NOTICE TO VENDORS: THIS FORM DOES NOT CONSTITUTE ORDER AUTHORITY FOR REQUESTS TOTALING \$3,500 OR MORE PER SANTA BARBARA COUNTY POLICY.

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