

**Clinton County Soil and Water Conservation District
6064 Route 22, Suite 1
Plattsburgh, New York 12901
518.561.4616**

“Conserving & Protecting Our Valuable Resources”

**Ordering/Purchasing Procedure Policy
(Items less than \$5,000.00)**

- A written or verbal request to order item(s) must be approved by the District Manager.
- Pertinent ordering information will be forwarded to Administrative Assistant to place the order.
- After the order is placed, Administrative Assistant will notify the requestor that order has been placed.
- Upon receipt of order, the requestor will notify Administrative Assistant that order was received in proper condition and quantities are correct (Send or fax the packing slip noting date received and other pertinent information if applicable). Should a problem arise with the goods, Administrative Assistant will work directly with the Supplier and Requester to resolve the problem promptly.
- Administrative Assistant will present invoices for CCSWCD Board approval at the earliest forthcoming board meeting.
- Upon Board approval, Administrative Assistant will write a check for signature by District Manager and send payment to the supplier.

(Adopted on December 17, 2015, by a unanimous vote of the governing board of the Clinton County Soil and Water Conservation District)