

Area Agency on Aging (AAA) Executive Director Fiscal Authority

Purpose The purpose of this procedure is to describe the process for approval of an MOU, Contract or Agreement by the AAA Executive Director when the scheduling of AAA Governing Board meetings does not make it possible for the GB to approve and authorize the GB Chair to sign.

Policy In an effort to ensure effective and necessary AAA program operations, the AAA GB of PSA 26 authorizes the AAA Executive Director to sign any Memorandum of Understanding (MOU) or Contract or Agreement for Purchase of Services that is \$10,000 or less without prior GB approval.

In addition, the AAA GB of PSA 26 authorizes the AAA Executive Director to sign any MOU or Contract or Agreement for the Purchase of Supplies and Equipment that is \$25,000 or less without prior GB approval.

All such MOU's, Contracts, and Agreements shall be consistent with and support the goals and activities outlined in the current Area Plan for PSA 26.

The AAA Executive Director shall report his/her approval of all such MOU's, Contracts and Agreements to the AAA GB at their next GB Meeting.

Authority This policy is written under the authority of the AAA GB of PSA 26 and is consistent with the Lake County Purchasing Ordinance as illustrated on page 2 of this policy.

EXCERPT FROM LAKE COUNTY PURCHASING ORDINANCE
(Adapted for AAA purposes)

A. PURCHASE OF SERVICES

Estimated Dollar Amount	Competitive Quotes Or Bids	Type of Agreement	Who Can Approve and Sign?
Up to \$500	No quotes required	Expenditure Request	AAA Program Coordinator or Program Manager
\$501 to \$5000	Verbal or Informal Written Quotes	Expenditure Request or Purchase Order or Contract	Deputy Purchasing Agent (i.e. Social Services Director/AAA Executive Director)
\$5,001 to \$10,000	Informal Written Quotes	Contract reviewed by County Counsel	Deputy Purchasing Agent (i.e. Social Services Director/AAA Executive Director)
\$10,001 to \$25,000	Informal Written Quotes	Same as above	Governing Board
\$25,000 +	Written Sealed Bids or Proposals	Same as above	Governing Board

B. SUPPLIES AND EQUIPMENT

Estimated Dollar Amount	Competitive Quotes Or Bids	Type of Agreement	Who Can Approve and Sign?
Up to \$500	No Quotes Required	Expenditure Request	AAA Program Coordinator or Program Manager
\$500 to \$5,000	Verbal or Informal Written Quotes	Purchase Order	Deputy Purchasing Agent (i.e. Social Services Director/AAA Executive Director)
\$5,001 to \$25,000	Informal Written Quotes	Purchase Order	Deputy Purchasing Agent (i.e. Social Services Director/AAA Executive Director)
\$25,000 +	Written Sealed Bids or Proposals	Purchase Order	Governing Board