



## Purchasing

Expenditures	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries & Wages	108,941	113,368	118,399	121,901
Personnel Benefits	24,786	26,628	29,648	32,662
Supplies	5,677	5,538	8,000	8,000
Other Services & Charges	23,884	22,934	34,250	35,147
Capital Outlay	-	-	-	-
Depreciation	948	948	-	-
Debt Interest	-	-	-	-
Total Expenditures	164,236	169,416	190,297	197,710
Ending Fund Equity	110,944	124,846	-	128,349
Total Budget			190,297	326,059
Staffing / FTE's	3.00	3.00	3.00	3.00

[Revenues](#)  
[Expenditures](#)

### Program Description:

Purchasing, as mandated by RCW 36.32.240, is responsible for conducting the centralized purchasing and property disposal program for Yakima County. The Purchasing Department procures all equipment, supplies, machinery, vehicles, fuels and food items required by County departments. Purchases are made through purchase orders, contracts, and competitive bids. Surplus disposal is accomplished by trade-in and public auction. The Purchasing Department is also responsible for receiving and sorting all mail for the Courthouse; answering the switchboard and directing calls to appropriate departments; and, serves as the main information center for public visitors to the Courthouse.

### Major Objectives:

The Purchasing Department's responsibilities extend beyond the service-oriented role of writing purchase orders and processing forms, including a variety of management functions. It is the department's goal to improve efficiency when performing the following functions:

- Planning and scheduling acquisitions; consolidating department requirements and applying value analysis.
- Standardizing common use items.
- Establishing specifications.
- Professional development for the staff.
- Distribution of incoming/outgoing mail.
- Contract coordination with other government agencies.

### Revenue/Expenditure Comment:

Costs for purchasing services are apportioned to all County departments (both general fund departments and non-general fund departments) according to the prior year's number of purchase orders issued and requisitions filled.