

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES**



**SUBJECT:** DECISIONS ON PURCHASES

**POLICY NO.** 821

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**PURPOSE::** To clarify responsibility for making purchasing decisions on most transactions.

**POLICY::** The County Purchasing Agent is legally responsible for purchasing equipment, supplies and services for the County. At the request of the Purchasing Agent, a section, division, or other budget unit of the Department for which equipment, supplies and services are requested may be asked:

1. To review data from Purchasing and Stores Department
2. To submit written justification to support recommendations on the purchase of equipment, supplies or services other than low bid.

**AUTHORITY::** California Government Code  
Los Angeles County Administrative Code

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**EFFECTIVE DATE:** Nov 24, 1975

**SUPERCEDES:**

**APPROVED:** Signature on File

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