

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** APPROVAL BY BOARD OF SUPERVISORS OR
PURCHASING AGENT IN OBLIGATING COUNTY**POLICY NO.** 830

PURPOSE:: To clarify the legal authority in obligating the County to pay sums for the furnishing of services or material.**POLICY::** Only the Board of Supervisors and the County Purchasing Agent may legally obligate the County for payment of furnished equipment, services or supplies. Each Region, Division, Hospital, and other budget units have delegated procurement personnel responsible for the prompt and authorized acquisition of needed equipment, services or supplies through purchasing procedures established by the Purchasing Agent.

This policy does not apply to contracts for patient services (e.g., Emergency Hospital and Medical Care Agreements). Department personnel shall be designated by the Director to negotiate such contracts. Final authorization and execution still rests with the Board of Supervisors.

Without proper authorization from Purchasing and Stores Department, no employee of the Department of Health Services shall place an order in the name of the County or the Department for any purchase or service. Any employee who places an order with a vendor, without official approval, may be held responsible for payment of services rendered and may be subject to disciplinary action.

CROSS REFERENCE:: Contracts Program, Policy No. 160. Patient Services Contracts, Policy No, 161**AUTHORITY::** California Government Code. Los Angeles County Administrative Code.

EFFECTIVE DATE: May 08, 1978**SUPERCEDES:** November 24, 1975**APPROVED:** Signature on File