

FY 2012 Capital Purchasing Freeze Policy

All procurements made with a purchasing card or any other procurement mechanism which meet any of the following criteria will be subject to a freeze during FY 2012:

- Non-Capital Equipment (Object Code 804) items costing \$1,000 or more.
- Furniture (All applicable Object Codes) items costing \$1,000 or more.
- Computers, servers, printers, monitors, peripherals and other like items (All applicable Object Codes) costing \$1,000 or more per item.
- Capital Equipment not purchased as part of an approved Major Maintenance or capital project (All applicable Object Codes).

This freeze applies to all funds and will be in effect through June 30, 2012. Elected/judicial officers and department directors may request blanket exemptions for non-tax supported funds.

If a purchase affects the health or safety of Maricopa County citizens, or is deemed necessary to provide mandated services, the elected/judicial officer or department director will contact the Office of Management and Budget (OMB). In collaboration with the requesting elected/judicial officer or department director, OMB will determine whether the purchase is appropriate and necessary.

If OMB and the elected/judicial officer or department director are in disagreement, the elected/judicial officer or department director may appeal the decision to the County Manager. If still unresolved, an elected/judicial officer may bring the item to the Board of Supervisors on an agenda.

Capital freeze exemption request authority may be delegated by an elected/judicial officer or department director.