



Sumner County Government
355 North Belvedere Drive, Room 302
Gallatin, Tennessee 37066

To Whom It May Concern,

This is to notify you that Sumner County Government has an official purchasing policy. Our policy **requires a purchase order to be obtained in advance of any purchase commitment** unless one of the exemptions listed below apply.

- Aggregate purchases from an existing vendor not to exceed \$500 per week
- Audit services, legal services, and interpreters
- Cost of ongoing law enforcement investigations, litigation, or potential litigation - if obtaining a purchase order could compromise the law enforcement activity or litigation
- Data processing services from a continuing vendor
- Drug, physiological, or physical testing
- Emergency purchases only if it is not reasonably practicable to obtain a purchase order in advance. Emergency purchases are purchases necessary to avert hazards which may threaten health or safety, to protect property from damage, or to avoid a major disruption of governmental activities.
- Employees' bonds
- Food for inmates while working for the county
- Fuel-man, Fleet-one, or other fuel operators
- Insurance payments
- Lease and rental payments
- Maintenance agreements for computers, copiers, and postage machines
- Medical bills for K-9
- Medical costs for inmates
- Newspaper advertisements
- Postage and shipping costs
- Purchases of the 18th Judicial District Drug Task Force
- Purchases of the District Attorney General
- Utilities

This policy stipulates if the above requirements are not met, the purchase is not a county liability. Therefore, it is probable that **you will not be paid by the Sumner County Government**. However, an exemption from a purchase order is not an exemption of the requirement for purchases to be duly authorized by the County.

All applicable invoices must include the assigned purchase order number to insure payment.

The complete Sumner County Purchasing Policies and Procedures can be located at [http://finance.sumnertn.org/Services/Purchasing \(1\)](http://finance.sumnertn.org/Services/Purchasing (1)).

Sincerely,

David Lawing

Certified Public Accountant
Director of Finance, Sumner County, TN