

SECTION 3: ACCESS TO THE PROCUREMENT FUNCTION

3.0 Who Should Have Access?

- 3.0.1 Since the One World®Procurement function is an on-line, client/server function, and access to this function must be controlled, secure sign on information giving access to specific functionality is provided to employees who are authorized to use the purchasing system.
- 3.0.2 Each department or division director, elected official, etc. should decide which members of their staff will be issuing requisitions, purchase orders and order revisions. Each employee who will have any responsibilities associated with the on-line purchasing process should be given a secure One World® sign on.

3.1 Access to the One World® Purchasing Module

- 3.1.1 In order to receive access to the One World® Purchasing Module, the following three requirements must be met:
 - 1. You must attend and complete the required Basic Requisitioner Training class.
 - 2. You must complete a Lee County Procurement Signature Authorization form. This form must show the name, signature and department/division of the authorized employee. Also, a list of the department/divisions for which the authorized individual will be responsible. The individual's supervisor/director or someone of higher authority must authorize this form.
 - 3. You must have a One World® Sign on. This is obtained from the Information Technology Group.

3.1.2 Upon termination of an employee that has access to the One World® Purchasing Module, it will be the user department's responsibility to notify Procurement, the Clerk of Courts Technology Services Department and the Information Technology Group Division to terminate this person's access to One World®. Also, the user department may either complete another Lee County Signature Authorization form revoking the terminated employee's purchasing authority,

or

Procurement will accept the TermGroup notification message in lieu of the signature authorization form.

3.2 Levels of Authorization/Access

- 3.2.1 An employee granted access to the One World® Purchasing Module shall have full and complete ability to issue requisitions, up to formal level; unless, there is another employee(s) designated in their approval path at a different dollar level(s), this would include \$50,000 level for department/division directors.
- 3.2.2 All purchases up to formal level will require either the County Manager, County Attorney, Hearing Examiner, Elected Official, Procurement Director, and/or their designee's approval.
- 3.2.3 Constitutional Officers using the Board's procurement procedures are authorized at the \$100,000.00 level. Authorization of other requisitioners within their office shall be left at the discretion of the Constitutional Officer.
- 3.2.4 Overriding One World® Approval – There may be unforeseen circumstances when for whatever reason a One World® approver will not be able to approve a requisition or order revision. The most common examples of this are that the person is not available to make the approval (i.e. illness or absence) or the particular requisition or order revision experiences a software malfunction that has disabled the approval process. In such cases Procurement will have the authority, once proper approval from the affected Department/Division has been obtained, to override the approval process. Proper authorization will consist of the authorized approver's explanation of approval and their name, date, etc. If the proper approver is unavailable; then the affected Department/Division Director, or higher authority, may approve the document in the same manner.