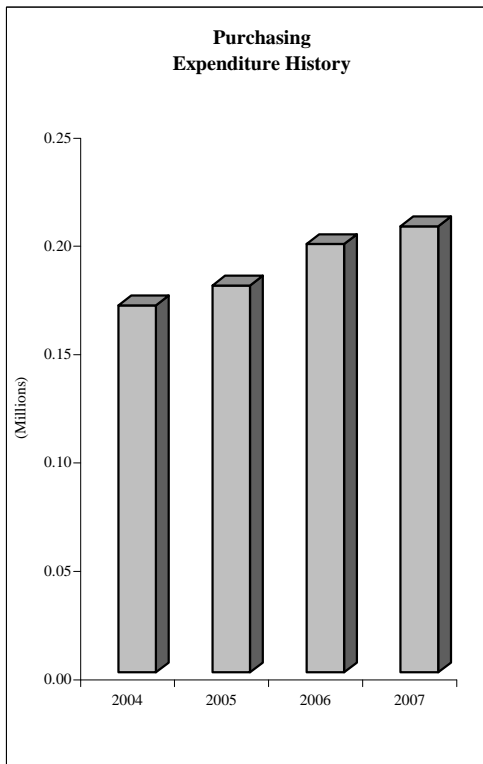


Purchasing



Expenditures	2004 Actual	2005 Actual	2006 Budget	2007 Budget
Salaries & Wages	113,368	118,535	121,901	125,407
Personnel Benefits	26,628	28,600	32,662	36,757
Supplies	5,538	6,155	8,000	8,000
Other Services & Charges	22,934	25,334	35,147	35,760
Capital Outlay	-	-	-	-
Depreciation	948	-	-	-
Debt Interest	-	-	-	-
Total Expenditures	169,416	178,624	197,710	205,924
Ending Fund Equity	124,846	142,420	128,349	93,235
Total Budget			326,059	299,159
Staffing / FTE's	3.00	3.00	3.00	3.00

Program Description:

Purchasing, as mandated by RCW 36.32.240, is responsible for conducting the centralized purchasing and property disposal program for Yakima County. The Purchasing Department procures all equipment, supplies, machinery, vehicles, fuels and food items required by County departments. Purchases are made through purchase orders, contracts, and competitive bids. Surplus disposal is accomplished by trade-in and public auction. The Purchasing Department is also responsible for receiving and sorting all mail for the Courthouse; answering the switchboard and directing calls to appropriate departments; and, serves as the main information center for public visitors to the Courthouse.

Major Objectives:

The Purchasing Department's responsibilities extend beyond the service-oriented role of writing purchase orders and processing forms, including a variety of management functions. It is the department's goal to improve efficiency when performing the following functions:

- Planning and scheduling acquisitions; consolidating department requirements and applying value analysis.
- Standardizing common use items.
- Establishing specifications.
- Professional development for the staff.
- Distribution of incoming/outgoing mail.
- Contract coordination with other government agencies.

Revenue/Expenditure Comment:

Costs for purchasing services are apportioned to all County departments (both general fund departments and non-general fund departments) according to the prior year's number of purchase orders issued and requisitions filled.

2007 Final Budget
Revenue
As of November 30, 2006

		2004	2005	2006	2006	2007
		Actual	Actual	Current	Budget	Budget
Purchasing						
REVENUES						
503 50330800001	Beginning Fund Balance				139,854	138,702
503 50334169001	Printing & Duplicating	50				
503 50334170001	Sales of Merchandise	27	27	42		
503 50334194001	Purchasing Services	4,472	6,564	3,870	181,983	157,151
503 50334894001	Purchasing Service Fees & Ch	178,670	189,551	178,732	4,222	3,306
503 50336910001	Sale of Scrap and Junk	43	56	52		
503 50336990001	Other Misc Revenue	57		116		

Fnd 503	Purchasing	183,320	196,198	182,812	326,059	299,159

**2007 Final Budget
Expenditures
As of November 30, 2006**

		2004 Actual	2005 Actual	2006 Current	2006 Budget	2007 Budget
Purchasing						
Reclassification & Cost Alloc.						
503 100200	Ending Fund Balance				128,668	93,235
Obj 000	Reclassification & Cost Alloc.				128,668	93,235
Salaries						
503 101001	Salaries & Wages	109,748	113,823	108,344	116,901	120,407
503 101003	Salaries-Extra Help	3,261	3,503	2,544	5,000	5,000
503 101010	Accrued Annual Leave	360	1,209	209		
Obj 001	Salaries	113,368	118,535	111,097	121,901	125,407
Personnel Benefits						
503 102002	Benefits-Direct	26,628	28,600	29,639	32,662	36,757
Obj 002	Personnel Benefits	26,628	28,600	29,639	32,662	36,757
Supplies						
503 103101	Office & Operating Supplies	3,995	3,168	3,003	5,000	5,000
503 103501	Small Tools & Minor Equipmen	242	271	215	500	500
503 103502	Computer Software				1,000	1,000
503 103590	Small Attrac-Tracked Invento	1,302	2,716	3,850	1,500	1,500
Obj 003	Supplies	5,538	6,155	7,068	8,000	8,000
Other Services - Charges						
503 104101	Professional Services				1,000	1,000
503 104118	Prof Serv-St Audit	95	88		600	600
503 104192	Prof Serv-Info Services	6,309	7,077	6,721	7,332	7,700
503 104201	Communication-Telephone	481	315	199	500	500
503 104202	Communication-Postage	63	36	28	100	100
503 104301	Travel	706	452	278	2,000	2,000
503 104401	Advertising	336	443	275	1,000	1,000
503 104501	Operating Rentals & Lease		829	246	2,000	2,000
503 104590	Rent-Facil Maint	9,097	9,097	8,339	9,097	9,600
503 104690	Insurance-Interfund	832	917	1,099	1,199	1,260
503 104801	Repairs & Maintenance	1,266	1,194	568	2,000	2,000
503 104901	Miscellaneous	3,749	3,938	4,357	8,000	8,000
Obj 004	Other Services - Charges	22,934	24,386	22,110	34,828	35,760
Capital Outlay						
503 106401	Machinery & Equipment			16,243		
Obj 006	Capital Outlay			16,243		
Other						
503 109101	Depreciation/Ammortization	948	948			
Obj 009	Other	948	948			
Fnd 503	Purchasing	169,417	178,623	186,158	326,059	299,159