

Nebraska Regional Interoperability Network (NRIN)

Purchasing Policy

I. Check Writing Authority

1. Designated signatories for NRIN check are:
 - a. The current NRIN Chairperson
 - b. The designated signatory of the current NRIN fiscal agent, as approved by the NRIN Board
2. NRIN checks require one signature
3. All purchases must be authorized based on the requirements of Section II below. The NRIN Secretary or designee shall document all authorizations.

II. Purchase Authorization

1. Contract: Purchases originating from a contract approved by the NRIN board may be made without additional authorization based on the terms of the contract. A purchase order must accompany any bill or invoice for services.
2. Recurring obligations: Regular recurring obligations, such as monthly utility bills, not based in contract up to \$5,000 annually may be made pursuant to an annual blanket written approval by a majority of NRIN officers. Recurring obligations not based in contract over \$5,000 annually may be made pursuant to an annual blanket written approval by the NRIN Board. Recurring obligations shall not require a purchase order for payment.
3. Emergency Purchases: Formal purchasing procedures may be waived when a majority of NRIN Officers determines 1) an emergency situation threatens the health or safety of the public, or 2) an extraordinary condition threatens the immediate operation of NRIN. Emergency purchases shall be authorized in writing by a majority of NRIN officers. For emergency purchases, purchase orders are required but can be submitted within 5 business days of authorization.
4. All other purchases. Other purchases up to \$2,500 must be authorized in writing by a majority of NRIN officers. Other purchases over \$2,500 must be authorized by the NRIN Board. All other purchases require a purchase order prior to payment.

III. Purchase Ratification

1. All NRIN purchases regardless of type of authorization shall be reviewed and ratified by the NRIN Board. Any NRIN fiscal agent shall submit a list of all expenditures to the NRIN Board prior to the Board meeting in a manner and form determined by the Board.

IV. Purchase Orders

1. The Purchase Order must include the following:
 - a. The requesting Board Director's signature
 - b. A brief description of the item or service

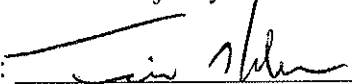
- c. The purpose for the item or service
- d. The Purchase Order number shall be assigned by the NRIN Secretary or designee based on year, NRIN Region, sequential number (e.g., 2019SE0001).

V. Purchasing Procedures

- 1. Unless otherwise stated in the NRIN Purchasing Policy, NRIN shall be subject to the County Purchasing Act (NEB. REV. STAT. Sections 23-3101 to 23-3115).

Adopted on 12-14-2018

By vote of the majority of the Nebraska Regional Interoperability Board of Directors

Chair:  Date: 1-11-19

Co-Chair: _____ Date: _____