

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Real Estate and Purchasing Authority

Number: D 30

Approved: Signature on file

Date: 01-17-14

POLICY

The Social Services Agency (SSA) Director delegates responsibility for the administration of SSA real estate business to SSA Director of Administrative Services Division or his/her designee. The authority for purchasing of the Agency goods and services is designated by the County Executive Office (CEO)/ County Procurement Agent to the Agency Deputy Purchasing Agents. The Agency Director of Administrative Services or designee is responsible for granting approval to designated employees, trained under the direction of the County Purchasing Agent, to perform in the County's Deputy Purchasing Agent's capacity.
