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SNOHOMISH COUNTY, WASHINGTON

W.T. \_\_\_\_\_ K.B. \_\_\_\_\_  
T.C. \_\_\_\_\_ S.W. \_\_\_\_\_  
G.L. [Signature] D.J. \_\_\_\_\_

ORDINANCE NO. 84-004

AMENDING SNOHOMISH COUNTY CODE SECTION 3.04.090  
TO REQUIRE THE USE OF STANDARDIZED COUNTY LETTERHEAD  
STATIONERY BY ALL DEPARTMENTS AND ELECTED OFFICIALS

BE IT ORDAINED:

Section 1. Section 3.04.090 of the Snohomish County  
Code is hereby amended to read:

3.04.090 Standardization. Equipment and supplies in  
general use throughout the various departments of the county  
shall be standardized insofar as possible. In order to  
secure economies achieved through volume purchasing, county  
departments will be supplied from these standardized stocks.  
Items not from standardized stocks will be purchased only if  
the standard item is not suitable or cannot efficiently  
perform the task at hand or the nonstandard item is needed  
for a particular application. The director of purchasing  
will maintain a continuous review of inventory items and  
will replace and resupply such so as to maintain an adequate  
inventory of standardized equipment and supplies.

The director of purchasing shall be responsible for causing  
standard letterhead stationery to be prepared for use by all  
departments and elected offices of county government. No  
additional specialized letterhead shall be printed or  
ordered by the county other than supplies on hand at the  
effective date of this ordinance.

County officials and departments shall purchase all office  
supplies through the purchasing department, except as  
permitted elsewhere in this chapter; provided, that officers  
and departments may make purchase of office supplies not on  
hand in the purchasing department where total price does not  
exceed fifty dollars, the supplies are required to perform  
official duties before they can be provided through usual  
purchasing procedures, and such purchase is made in accord  
with regulations drafted by the director of purchasing and  
approved by the executive; and provided further, that the  
total amount of such purchases by any office or department  
shall not exceed five hundred dollars in any calendar year.

Equipment, parts, materials, and supplies other than office  
supplies in an amount not more than five hundred dollars may  
be purchased by county officials and departments in accord  
with regulations drafted by the director of purchasing and  
approved by the executive.

Dated January 23, 1984

[Signature]  
Chairman

ATTEST:  
[Signature]  
Clerk of the Council

ATTEST:  
\_\_\_\_\_

[Signature]  
Deputy County Executive

() APPROVED      () VETOED  
() EMERGENCY      Date Jan 27, 1983  
PUBLISHED \_\_\_\_\_ and \_\_\_\_\_