

## **XXX.XX – Fiscal Management; Purchasing, Accounting, Budget, Contracts**

**Stakeholder Review: 9/14/21-10/14/21**

### **Definitions:**

- Contract Administration – The management actions that must be taken to ensure full compliance with all terms and conditions contained within a contract document, while ensuring program goals, objectives and deliverables are met.

### **Policy:**

1. The Fiscal Unit is authorized to and shall develop policies and procedures regarding fiscal management for the Sheriff's Office, including but not limited to matters relating to accounting, budget, and contract administration.

### **Procedure:**

1. Fiscal policies and procedures shall:
  - 1.1. Be based on generally accepted accounting principles.
  - 1.2. Shall conform to federal, state, and local laws relating to accounting, budget, and contract administration.
  - 1.3. Shall conform to Multnomah County administrative procedures relating to accounting, budget, and contract administration, unless the Sheriff directs otherwise.

### **History:**

- *Originating Policy:*
- *Next Review Date:*
- *Review By: Business Services*

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