



July 22, 2024

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# Purchasing

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other CTAS website material.

Sincerely,

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# Purchasing

## Private Acts of 1981 Chapter 63

**SECTION 1.** Chapter 458 of the Private Acts of 1949 and all amendments thereto, which established the office and duties of the County Judge of Putnam County, is hereby repealed in its entirety.

**SECTION 2.** Chapter 395 of the Private Acts of 1972, which established the office and duties of the County Manager of Putnam County is hereby repealed in its entirety.

**SECTION 3.** All judicial powers and duties formerly exercised by the County Judge whether pursuant to general law or private act which were transferred to the Judge of the Probate Court of Putnam County September 1, 1974 shall remain with the Probate Judge and he shall continue to have the authority to hire a secretary to help him carry out the duties imposed upon him, subject to the approval of the Putnam County Board of County Commissioners.

**SECTION 4.** The County Executive shall be the purchasing agent for all departments of the county except the County Board of Education and the Highway Department. These departments may at their option designate the County Executive to act as their purchasing agent and so elect to come under the provisions of this act. Such an election when made shall not be revocable for two years.

**SECTION 5.**

(a) All purchases of goods, supplies or materials, wherein the sum to be expended from public funds is equal to or in excess of the maximum amount authorized under Tennessee Code Annotated § 5-14-108, shall be made by the County Executive upon competitive bidding after at least ten (10) days' advertisement in a newspaper published in Putnam County. Purchases of like items individually costing less than the maximum amount authorized under Tennessee Code Annotated § 5-14-108, but which are customarily purchased in lots of two (2) or more, must likewise be subjected to the competitive bidding provisions of this subsection if the total purchase price of such like items would equal or exceed the maximum amount authorized under Tennessee Code Annotated § 5-14-108 during any fiscal year.

(b) Except as provided by subsection (a) to the contrary, all purchases of any goods, supplies or materials, wherein the sum to be expended from public funds is one thousand dollars (\$1,000) or more, but not equal to or in excess of the maximum amount authorized under Tennessee Code Annotated § 5-14-108, shall be made after the purchaser has obtained proposals from at least three (3) prospective vendors.

(c) All purchases of any goods, supplies or materials, wherein the sum to be expended from public funds is less than one thousand dollars (\$1,000), may be made by the purchaser without the necessity of competitive bids; however, the County Executive shall use all reasonable efforts to ensure competition among prospective vendors.

(d) Notwithstanding the provisions of this section to the contrary, if an emergency necessitates immediate purchase of any goods, supplies or materials, then the County Executive may purchase such goods, supplies or materials without the necessity of advertisement or written bids, regardless of the amount of such purchase. However, before making such purchase, the County Executive shall state in writing, over his or her signature, the nature of such emergency and shall file the same with the County Clerk, who shall transcribe the same upon the minutes of the County Commission; and the same shall be a public record and shall be subject to inspection by any interested citizen.

As amended by: Private Acts of 2002, Chapter 112

Private Acts of 2014, Chapter 41

**SECTION 6.** This Act shall have no effect unless it is approved by a two-thirds (2/3) vote of the county legislative body of Putnam County. Its approval or non-approval shall be proclaimed by the presiding officer and certified to the Secretary of State.

**SECTION 7.** For the purpose of approving or rejecting the provisions of this Act, it shall be effective upon becoming a law, the public welfare requiring it. For all other purposes, it shall become effective upon being approved as provided in Section 6.

Passed: March 25, 1981.

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