

Purchasing Policy  
Goliad County  
Implementation Date: January 1, 2004  
Revised Date: December 1, 2007  
Revised Date: November 23, 2009  
Revised Date: January 10, 2011

The Auditor's Office will review and forward all invoices/statements to the Official or Department Head for their approval. All invoices and statements must be issued in the name of the office on the account and presented to the Auditor's Office for processing.

**PRE-APPROVED PURCHASE ORDERS WILL BE REQUIRED FOR THE FOLLOWING PURCHASES:**

**(NOTE: All Purchase Orders must have the fund source and account number identified prior to submittal to the Auditor's Office. The Auditor will confirm that funds are available in the budget line indicated as fund source.)**

**FIXED ASSETS:**

A Fixed Asset shall be defined as any non-consumable item with a life expectancy of 5 years or more, with a cost of \$5000 or more. These are items that would be charged to Official or Department Head's "Furniture and Equipment" line item of their budget. All fixed asset purchases will require a pre-approved **purchase order** prior to the item being ordered. Quotes for Fixed Assets costing \$50,000 or more shall be secured as required by Texas House Bill 987. (See Note below)

**CONSUMABLE GOODS:**

Any goods or supplies that are consumable (used up and will not be inventoried) will require a pre-approved **purchase order** if the cost of any like item(s) exceeds \$5,000.00.

**SERVICES:**

When possible, **purchase orders** shall be secured for services. Examples: Repairs to equipment vehicles or equipment, building repairs, etc. It shall be understood that certain services, such as software maintenance and utilities are considered "sole source" with only one possible provider of this service. These will not require quotes; however, if an estimate can be obtained from the service provider, a purchase order should be turned in so that the budget can be reviewed for availability of funds.

NOTE: Purchased orders will be accepted by phone or fax for Commissioners to expedite the purchasing process.

**NOTE 1:**

When required, quotes should be obtained based upon the following scale:

**\$50,000 or greater**

Three formal quotes signed by a vendor. Official or Department Head shall submit written request to the vendors detailing the item to be purchased and shall receive written replies from the vendors. All documentation and quotes need to be attached to the purchase order that is turned in for approval **PRIOR** to making the purchase.