

Purchasing Policy

Unless directly subscribed by or purchased by a Department Head, all invoices/statements will be forwarded by the Auditors Office to the appropriate Department Head for their Approval

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 Auditors Office. The Auditor will confirm that funds are available in the budget line indicated as the 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 Officials or Department Heads "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 Sec.262.023 of the Texas Government Code (competitive requirements for certain purchases). When required, quotes should be obtained based upon the following scale:

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

COMSUMABLE 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.

SERVICES:

When possible, Purchase Orders shall be secured for services. Examples would be; Repairs of equipment, Vehicles, Equipment, Building Repairs, and 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 source. 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.