

Option #1

1/23/17

Hcm # 24

Requisition and Purchase Order Process:

Step	Approval Level	Responsible department
Enter requisition into County system with complete and accurate information	1	End user / Dept.
Complete department approval and electronically forward to Auditor	2	End user / Dept.
Verify accounting information, sufficient funding and forward electronically to Purchasing	3	Audit Dept.
Verify compatibility with County network and system.	4	IT Dept. <i>(Only for IT related requests)</i>
Verify that information is complete and correct on requisition. Seek other quotations, use contracted vendors, seek cooperative purchasing vendors, etc.	5	Purchasing / Assigned Buyer(s)
Final approval of Requisition, Promoted to a Purchase Order	6	Purchasing / Purchasing Agent or designee.

Receiving goods/services and processing invoices for payment process:

Step	Approval Level	Responsible department
Receive goods & services electronically.	1	End User – Dept. Purchasing Dept. for specialty funds (i.e. bonds, Tech Funds, contingency).
Receives and processes all original invoices including utilities, input electronically into County system, verifies for completeness & accuracy against purchase orders.	2	Business Office Recommending 5-6 staff members:
Audit claim for correctness and accuracy and approve or reject claim to ensure it was legally incurred as per County policy and State law.	3	Audit Department
Release approved payment(s) upon approval by Governing Body.	4	Office of the Treasurer

LGC 262.011 (Purchasing Agent)

(o) The county purchasing agent shall adopt the rules and procedures necessary to implement the agent's duties under this section subject to approval by the commissioner's court. Notwithstanding Subsection (f) or other law, rules and procedures adopted under this subsection may include rules and procedures for persons to use county purchasing cards to pay for county purchases under the direction and supervision of the county purchasing agent. Procedures for use of purchasing cards may not avoid the competitive bidding requirements of this chapter or other requirements of county financial law.

Option #2

Requisition and Purchase Order Process:

Step	Approval Level	Responsible department
Enter requisition into County system with complete and accurate information	1	End user / Dept.
Complete department approval and electronically forward to Auditor	2	End user / Dept.
Verify accounting information, sufficient funding and forward electronically to Purchasing	3	Audit Dept.
Verify compatibility with County network and system.	4	IT Dept. <i>(Only for IT related requests)</i>
Verify that information is complete and correct on requisition. Seek other quotations, use contracted vendors, seek cooperative purchasing vendors, etc.	5	Purchasing / Assigned Buyer(s)
Final approval of Requisition, Promoted to a Purchase Order	6	Purchasing / Purchasing Agent or designee.

Receiving goods/services and processing invoices for payment process:

Step	Approval Level	Responsible department
Receive goods & services electronically.	1	End User – Dept. Purchasing Dept. for specialty funds (i.e. bonds, Tech Funds, contingency).
Receives and processes all original invoices including utilities, input electronically into County system, verifies for completeness & accuracy against purchase orders.	2	Audit Department Accounts Payable Staff in place.
Audit claim for correctness and accuracy and approve or reject claim to ensure it was legally incurred as per County policy and State law.	3	Auditor or Designee
Release approved payment(s) upon approval by Governing Body.	4	Office of the Treasurer

LGC 262.011 (Purchasing Agent)

(o) The county purchasing agent shall adopt the rules and procedures necessary to implement the agent's duties under this section subject to approval by the commissioner's court. Notwithstanding Subsection (f) or other law, rules and procedures adopted under this subsection may include rules and procedures for persons to use county purchasing cards to pay for county purchases under the direction and supervision of the county purchasing agent. Procedures for use of purchasing cards may not avoid the competitive bidding requirements of this chapter or other requirements of county financial law.