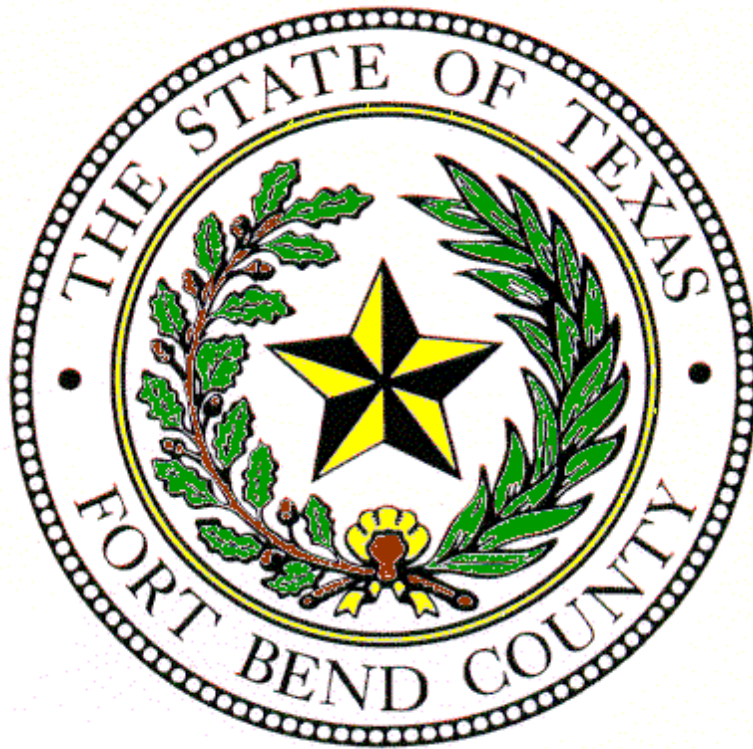


***FORT BEND COUNTY
PURCHASING DEPARTMENT***



***PURCHASING
MANUAL***

Submitted to Commissioners Court: 27 SEPTEMBER 2011

TABLE OF CONTENTS

Forward	ii
Relationships	1
Responsibilities	2
The Purchasing Policy	3
The Requisition	4
Purchase Orders	5
Invoices	7
Inspecting, Testing and Receiving	7
The Competitive Solicitation Process	8
Credit Applications	9
Debarment	9
Fixed Asset Policy and Procedures	9
Glossary of Terms	15
Appendices	
Purchasing Process Flow Chart	
County Auditor Forms 1059A, 1059B, Inventory Action Notice	

FORWARD

THE COUNTY PURCHASING AGENT HAS A TWO-FOLD MISSION:

To work in concert with the County Auditor as part of the system of checks and balances to ensure the proper expenditure of taxpayer's dollars.

To develop policies and procedures to ensure the proper, prompt and responsive purchase of all supplies, materials, equipment, and services required or used, and to contract for all repairs to property used by the County or employees of the County, and to implement such policies and procedures in the operation of his office.

This manual explains the policies and procedures to be followed in the implementation of the duties of the County Purchasing Agent and was approved by the Fort Bend County Commissioners Court on September 13, 1994.

1.0 RELATIONSHIPS:

1.1 Relationship of the County Purchasing Agent and County Elected Officials and Department Heads:

1.1.1 The County Purchasing Agent directs the activities of the County Purchasing Department, a service organization representing the procurement requirements of each County Office/Department. To successfully represent the best interest of the County, it is essential to have a strong working relationship with all County Offices/Departments. The intent of this section is to guide and assist in identifying the responsibilities and obligations required in the procurement process.

1.1.2 Hereinafter, the following apply:

County Purchasing Department will be referred to as "Purchasing".
County Office/Departments will be referred to as "Office".
Fort Bend County, Texas will be referred to as "County".

1.2 Relationship with vendor's representative:

1.2.1 The buyer-seller relationship is one of mutuality. The responsibility of establishing and maintaining a professional relationship between the County and its suppliers lies with Purchasing. For this reason it is imperative that Purchasing be made aware of all proposed transactions involving the County.

1.2.2 It is the responsibility of Purchasing to represent County Offices in the purchasing process. This includes the contact normally associated with sales calls. By observing the policies and procedures outlined in this manual the time of both the County and its suppliers will be maximized.

1.2.3 The relationship between the Purchasing and vendor representatives will be as follows:

1.2.3.1 Representatives of vendors will be received by Purchasing promptly and courteously with scheduled appointment.

1.2.3.2 Any useful information received from interviews, catalogs, advertising, etc., will be filed in Purchasing's Specification Library.

1.2.3.3 All correspondence with suppliers will originate in Purchasing. Should an Office find it necessary to correspond with a vendor for any reason, a copy of the correspondence should be sent to Purchasing.

1.2.3.4 All Offices must keep themselves free from the image of conflict of interest by not accepting favors, gifts or entertainment offered by any supplier of the County.

2.0. RESPONSIBILITIES:

2.1 PURCHASING AGENT: The County Purchasing Agent is responsible for:

- 2.1.1 Assisting all Offices in meeting their needs for operating equipment, supplies, materials, and services.
- 2.1.2 Acquainting with, and endeavoring to know, the needs of all the Offices of the County.
- 2.1.3 Securing products that meet the requirements of the Office at the lowest and best price to the County.
- 2.1.4 Knowing the sources and availability of needed products.

2.2 REQUISITIONER: The Requisitioner is responsible for:

- 2.2.1 Allowing Purchasing sufficient time to shop each requisition submitted, select the vendor, place the order and allow the vendor to make delivery.
- 2.2.2 Preparing detailed specifications.
- 2.2.3 Supplying in advance, as requested, a list of anticipated purchases.
- 2.2.4 Notifying Purchasing of any abnormal or unusual demands.
- 2.2.5 Under no circumstances, obligating the County.
- 2.2.6 Participating in avoiding illegal purchases.
- 2.2.7 Providing Purchasing with a complete, clear, concise description of the item(s) or service(s) requested to ensure each requisitioner receives proper item(s) or service(s).

3.0 THE PURCHASING POLICY:

- 3.1 The County Purchasing Agent shall purchase all supplies, materials and equipment required or used, and contract for all repairs to property used, by the County or a subdivision, officer, or employee of the County, except purchases and contracts required by law to be made on competitive bid. A person other than the County Purchasing Agent may not make the purchase of the supplies, materials or equipment or make the contract for repairs (§262.011(d) Texas Local Government Code).
- 3.2 The County Purchasing Agent shall supervise all purchases made on competitive bid and shall see to it that all purchased supplies, materials, and equipment are delivered to the proper county officer or department in accordance with the purchase contract (§262.011(e) Texas Local Government Code).
- 3.3 A purchase made by the County Purchasing Agent shall be paid for by a warrant drawn by the County Auditor on funds in the county treasury in the manner provided by law. The County Auditor may not draw and the County Treasurer may not honor a warrant for a purchase unless the purchase is made by the County Purchasing Agent or on competitive bid as provided by law (§262.011(f) Texas Local Government Code).
- 3.4 All purchases will be of a quality suitable for the purpose intended at the best value possible to the County.
- 3.5 All purchases require the use of a requisition from the requesting Office.
- 3.6 Purchase Orders will be prepared and issued only by the County Purchasing Agent.
- 3.7 It is a punishable offense for any person other than the County Purchasing Agent to make purchases or enter into contracts for repairs.
- 3.8 Selection of vendor on non-bid purchases rests exclusively with the County Purchasing Agent. The County Purchasing Agent has neither the duty, power, authority, nor desire to determine whether or not a purchase should be made; his authority extends only to selection of vendor. This duty is zealously guarded.
- 3.9 No purchase order will be issued after the fact. There are two reasons for this policy:
 - 3.9.1 The Texas Local Government Code is clear on the point that the County Purchasing Agent makes all purchases (except those made on competitive bid).

3.9.2 Should the County Purchasing Agent issue a purchase order, after a County employee has already made the purchase, dual deliveries may result.

4.0 THE REQUISITION:

- 4.1 The purpose of a Requisition is to inform Purchasing of the needs of the requesting Office, and to correctly identify the material requested.
- 4.2 A Requisition is required for all purchases regardless of dollar value.
- 4.3 The Requisition must be prepared far enough in advance of the required delivery date to enable Purchasing to perform his duties, and to allow time for delivery by the vendor.
- 4.4 The elected official/department head, or duly authorized person within the Office prepares the on-line requisition.
- 4.5 On-line requisitions must contain all required data, as follows:
 - 4.5.1 Complete description of desired item(s)
 - 4.5.2 Quantity of desired item(s)
 - 4.5.3 Unit of measure
 - 4.5.4 Delivery date
 - 4.5.5 Suggested vendor
 - 4.5.6 Ship to address
 - 4.5.7 Funding source
 - 4.5.8 Estimated unit cost
 - 4.5.9 Commodity code
 - 4.5.10 Fixed asset category (if applicable)
- 4.6 When possible please refer Purchasing to a particular vendor whose product has been used previously and has been found to be satisfactory. The vendor suggested will be contacted by Purchasing.

- 4.7 If a trade-in is involved, requisitions must show the County tag number, serial number, make, model and any other pertinent information of the equipment to be traded.

5.0 PURCHASE ORDERS:

5.1 THE ROUTINE PURCHASE ORDER:

- 5.1.1 The Purchase Order is the sellers' authorization to invoice and deliver the equipment, materials, supplies or service specified. All Purchase Orders will be written concisely and clearly to avoid misunderstandings and unnecessary correspondence with vendors.
- 5.1.2 The Purchase Order will be issued by the County Purchasing Agent only. The using Office will submit all requisitions to Purchasing and will not enter into negotiations with any vendor for the purchase of equipment, materials, supplies or services except as outlined in the "Expedited Purchase Order" procedure (see section 5.3). Purchasing will transmit all Purchase Orders to the vendor.

5.2 THE BLANKET PURCHASE ORDERS:

- 5.2.1 The Blanket Purchase Order (sometimes referred to as an open purchase order) is a cost cutting tool used in the more advanced purchasing departments throughout Texas and the remaining United States. The Blanket P.O. is used to reduce time, reaction time, effort, and paperwork; it is not, however designed as a means to circumvent the competitive pricing system employed in sound purchasing departments.
- 5.2.2 Blanket Purchase Orders are appropriate in the following situations:
- 5.2.2.1 When the vendor and price of the desired item is set by competitive bid or contract and various quantities may be needed during the period of the contract.
- 5.2.2.2 As determined by Purchasing, for specific products or services with established vendors (i.e. Utilities, transmission repairs, etc.).
- 5.2.2.3 Equipment rental when length of rental period is unknown. Total must not exceed \$50,000 (bid limit).
- 5.2.2.4 When a remodeling project is planned and the logical material suppliers are known but the purchase of all required materials at one time would be impractical.

5.2.2.5 At the discretion of the County Purchasing Agent when to do so would be in the best interest of the County.

5.2.3 Blanket Purchase Orders are inappropriate for the following:

5.2.3.1 "Going Shopping". The taxpayers of the County deserve the best planning of which we are capable. The rationale that "I have \$200.00 left and I need a blanket purchase order to XYZ Supply Company to use it up" is contrary to the trust placed in each of us.

5.2.3.2 "Just in Case". Requesting Blanket Purchase Orders to a number of vendors on a regular basis "just in case we may need them" is a direct reflection on the planning capabilities of the end user. Moreover, with the encumbrance system in place each Blanket Purchase Order withdraws the appropriate amount of money from the appropriate line item and places it in escrow pending payment to the vendor.

5.2.4 Blanket Purchase Orders must be requisitioned as with any other purchase and must contain the same information listed in 4.5 above.

5.2.5 When a Blanket Purchase Order is issued to an Office it will be the responsibility of that Office to keep a running total of their purchases. Payment for purchases in excess of the amount authorized by the Purchase Order will be the responsibility of the offending end user.

5.3 THE EXPEDITED PURCHASE ORDER

5.3.1 The Expedited Purchase Order is used to lessen the downtime of equipment when idleness of that equipment would result in unnecessary hardship or expense to the County. An Expedited Purchase Order may also be used for extreme emergency cases involving public health, safety, or welfare.

5.3.2 Expedited Purchase Orders must be requisitioned as with any other purchase and must contain the same information listed in 4.5 above. The using Office will notify Purchasing of the nature of the urgency, and requesting a Purchase Order number. As deemed appropriate by Purchasing a Purchase Order number will be issued. The Office will give this number to the vendor and secure an invoice for the material. The Office will then forward the invoice to the County Auditor for processing. Ensure that the appropriate purchase order number is on the face of the invoice(s) submitted.

- 5.3.3 When an emergency arises during a time when Purchasing is closed, the Office will use the same procedure as above, except the Purchase Order number cannot be obtained and cannot be given to the supplier at the time of purchase. Contact Purchasing the next working day to obtain a purchase order.

6.0 INVOICES:

- 6.1 The invoice is an itemized statement of merchandise delivered or services rendered and is a guide for the County in settling financial obligations incurred. Invoices are based upon Purchase Orders and therefore should contain the same information.
- 6.2 Information an invoice should contain:
 - 6.2.1 The Purchase Order number.
 - 6.2.2 An itemized list of merchandise received or services rendered.
 - 6.2.3 The prices, terms, quantities, and other pertinent information on the Purchase Order.
 - 6.2.4 Charges for delivery, freight, etc., must be listed separately if listed separately on Purchase Order.

7.0 INSPECTING, TESTING AND RECEIVING:

- 7.1 All equipment, materials and supplies received will be inspected by an Office to determine whether or not they conform to the specifications set forth in the Purchase Order or contract. This requirement will be delegated by the elected official/department head to personnel qualified to perform such inspections.
- 7.2 Upon receipt of merchandise, and after inspection and testing, the Office will create a receiver online through financial system.
- 7.3 If the Office refuses to accept the merchandise because of a failure to meet the specifications, they will immediately contact Purchasing, and state their reasons for withholding acceptance. Purchasing will then take immediate action to compel replacement by the vendor, cancel the order, or otherwise take action to supply the Office with the needed merchandise.
- 7.4 If for any reason only partial shipments are received, Purchasing should be notified immediately. Purchasing will then contact the supplier to determine the reason for delay and the date of delivery of the balance of the order.

- 7.5 If an instance arises requiring outside testing laboratories to be utilized, the necessary arrangements will be made by Purchasing. Payment for testing will normally be made from the Office's Fees & Services budget line; however if the test reveals non-spec materials have been supplied, the vendor will pay for the testing or face possible disqualification from future bidding.

8.0 THE COMPETITIVE SOLICITATION PROCESS:

- 8.1 Statutorily Purchasing is not the responsible agency to conduct the competitive solicitation process; however, it is the desire of Commissioners Court, approved by the Purchasing Agent Appointment Board, that the County Purchasing Agent be the chief coordinator and operator of the solicitation system. The County Purchasing Agent takes no exception to this duty.
- 8.2 Purchasing shall:
- 8.2.1 Seek Commissioners Court authorization to advertise for sealed competitive bids, request for proposals, statements of qualification, with the Office present should any Court member have questions or comments.
 - 8.2.2 Prepare, with technical assistance from the responsible Office, the solicitation.
 - 8.2.3 As deemed appropriate, submit specifications to Commissioners Court for approval.
 - 8.2.4 Advertise as required by law.
 - 8.2.5 Post solicitation packages on website and notify potential vendors.
 - 8.2.6 Open the responses on the proper date at the indicated time.
 - 8.2.7 Prepare analysis of responses.
 - 8.2.8 Consult with Office when deemed necessary and submit recommendations and analysis to Commissioners Court.
 - 8.2.9 In concert with the County Attorney prepare contracts as required.
 - 8.2.10 Notify all vendors whom submitted a response and obtain signed contract for successful vendor.
 - 8.2.11 Advise Office when the above has been completed.
 - 8.2.12 Issue the Purchase Order.

9.0 CREDIT APPLICATIONS:

All credit applications will be completed by Purchasing.

10.0 DEBARMENT:

Purchasing shall ensure to the best of its knowledge and belief that none of its purchases involve contractors debarred, suspended, ineligible, or voluntarily excluded from participation in federally assisted transactions or procurements.

11.0 FIXED ASSET POLICY AND PROCEDURES:

11.1 RESPONSIBILITIES FOR ASSET PROCUREMENT AND DOCUMENTATION:

- 11.1.1 Definition: “Fixed Asset” County personal property with a value of \$1,000.00 or more and a useful life of two (2) or more years and including all fax machines, copiers, printers, computers and weapons.
- 11.1.2 Definition: “Betterment” County property with a value of \$1,000.00 or more to work in conjunction with existing equipment. Property that cannot work as a stand-alone asset. Betterments exclude repairs and replacement parts, which restore an asset to regular functioning status.
- 11.1.3 Definition: “Vehicle Betterment” an asset purchased that will be affixed to the vehicle for a permanent use, that improves or extends the vehicles functionality beyond its’ original state, (ex. Light bars, radios, MDT’s, stripping, etc). The individual values of the additional equipment will need to be added to the unit cost of the vehicle for a complete asset value of that vehicle.
- 11.1.4 The County Purchasing Agent is the person responsible for the acquisition, tagging, inventory, and disposal of all County fixed assets and surplus property working with the County Auditor to ensure the correctness of all records and reports as reflected on the County’s general ledger relating to general fixed assets of the county, in accordance with laws of the State of Texas (Section 262.011(I) Texas Local Government Code) and instructions of the Commissioners’ Court.

11.1.5 The County Auditor is the person responsible for maintenance of property records. All transactions having to do with fixed assets of the County must flow through the County Auditor who is responsible for monitoring and maintaining fixed assets records. County Auditor will supply Offices with all necessary forms and information concerning the transfer and accountability of fixed assets assigned to the various Offices.

11.2 FIXED ASSET PURCHASE PROCEDURES:

11.2.1 When an Office generates a request for an item that qualifies as a fixed asset the Office must select proper fixed asset category code resulting in automatic notification to the County Auditor. This process introduces the asset into the fixed assets records.

11.2.2 The County Auditor initiates an Inventory Action Notice for Tag Number form. An asset barcode number is assigned, printed and affixed to the form.

11.2.3 The County Auditor makes a copy of the Inventory Action Notice for Tag Number form and forwards to the ordering department. The County Auditor sends the original form with the barcode tag to Purchasing.

11.2.4 Purchasing receives the Inventory Action Notice.

11.2.5 Office receives a copy of the Inventory Action Notice from the County Auditor. This alerts the Office of their responsibility to notify Purchasing when the new asset arrives.

11.2.6 Purchasing monitors expected delivery dates by reviewing purchase orders on file and by periodic contact with the ordering Office.

11.2.7 When the new asset arrives at the ordering Office, the Office is responsible for contacting Purchasing to schedule asset tagging.

11.2.8 On the scheduled date, Purchasing arrives at the ordering Office, and identifies the asset to determine whether the asset meets specifications. Once specifications are verified, Purchasing will affix the assigned barcode tag to the asset, and complete the original Inventory Action Notice. A representative of the Office signs the Inventory Action Notice thus accepting responsibility for the new asset.

11.2.9 The Inventory Action Notice is completed and executed. One (1) part for Purchasing's records; one (1) part for Office's records; and one (1) part to the County Auditor.

11.2.10 County Auditor updates fixed asset database.

11.3 INVENTORY OF FIXED ASSETS:

11.3.1 100% physical inventory of all fixed assets will be conducted annually under the supervision of the County Purchasing Agent. The purpose of the inventory is to verify the accuracy of the fixed assets records.

11.3.2 Prior to the start of the annual inventory, Purchasing will decide the inventory schedule for the next inventory cycle. Dates are assigned for each Office. After the schedule is established, Purchasing will send notification to each Office with their assigned date. Two (2) weeks prior to the Office's scheduled date, the County Auditor will forward their current inventory with instruction to review by a predetermined date. The Offices are to forward all corrections to the County Auditor to update the database prior to the start of their physical inventory.

11.3.3 Following the database updates by the County Auditor, Purchasing will go through the Office conducting a physical inventory, scanning each asset with a barcode scanner. Scanning with the barcode reader ensures the identification and accuracy of the inventory based on all fixed assets identified in the County Auditor's fixed asset property records. Any corrections identified during the physical inventory process will be sent to the County Auditor to update the database.

11.3.4 If during the inventory there are items in the Office, which are not listed on the Office's inventory, those items will be documented and turned in with the inventory to the County Auditor so that the assets may be added to the inventory records.

11.3.5 Immediately following the physical search, the barcode scanner data is downloaded into the fixed asset property records by Purchasing and is acknowledged by the County Auditor. All assets that have been located are acknowledged within the system and those not located are identified. The County Auditor will update all records and create a list of missing assets. The list is provided to Purchasing who in turn forwards to the Office. A one-week deadline is established for locating unaccounted items.

- 11.3.6 The Office is required to account for the missing assets within one week of receiving the list and forward their findings to Purchasing for verification. Purchasing will return to the Office to physically verify the item(s) located. Any outstanding assets will be reported to the County Auditor for action.
- 11.3.7 The County Auditor will give the Office a one-week period for explanation of the missing asset. After this time frame, the unaccounted for assets will be presented to Commissioner's Court for their action.
- 11.3.8 Commissioner's Court will be provided with a full detailed report of the missing asset(s). This report will include the original purchase price, the acquired date, and the depreciated value of the asset(s) to current date, etc. At the discretion of the Commissioner's Court, the elected official/department head may be required to reimburse the County for the missing asset(s).
- 11.3.9 When the inventory is completed, the elected official/department head will sign a final copy of their inventory printout denoting their acceptance of the findings on the inventory.
- 11.3.10 A final inventory of all County property will be provided to each member of the Purchasing Agent Appointment Board and the County Auditor on July 1st of each year.

11.4 FIXED ASSET DISPOSAL AND TRANSFER PROCEDURES:

- 11.4.1 Definition: "Salvage property" means personal property, other than items routinely discarded as waste that because of use, time, accident, or other cause is so worn, damaged, or obsolete that it has no value for the purpose for which it was originally intended.
- 11.4.2 Definition: "Surplus property" means personal property that: Is not salvage property or items routinely discarded as waste; Is not currently needed by it's owner; Is not required for the owner's foreseeable needs; and Possesses some usefulness for the purpose for which it was intended.

- 11.4.3 Definition: “Redistribution” means to prevent unnecessary purchases, the County Purchasing Agent, with the approval of Commissioners Court, shall transfer County supplies, materials and equipment from a subdivision, department, officer, or employee of the County that are not needed or used to another subdivision, department, officer, or employee requiring supplies or materials or the use of the equipment. The County Purchasing Agent shall furnish to the County Auditor a list of transferred supplies, materials and equipment. Section 262.011(j) Texas Local Government Code.
- 11.4.4 All transfers and dispositions of assets will be directly transferred to Purchasing with the proper paperwork. Examples are as follows: assets sent to auction, assets to be transferred to another County Office, or destroyed assets. All transfers and dispositions must go to or through Purchasing. Offices are to continue to complete paperwork with both releasing Office and accepting Office, which will always be Purchasing.
- 11.4.5 All disposals and transfers of County fixed assets require the use of Fort Bend County’s Auditor’s Form 1059-B, Revised 12/03.
- 11.4.6 All forms must be completed, indicating the specific request or action, and signed by the requesting Office. Purchasing will sign as the accepting Office.
- 11.4.7 County property, which is broken or no longer needed by an Office, will be transferred to the County Surplus Property Warehouse located at 9110 Long Street, Needville. The warehouse accepts these items on Fridays from 8:00 am – 3:00 pm. Purchasing will arrange for pickup and delivery of such property.
- 11.4.8 Two copies of the completed Form 1059-B are made. The original is sent to the County Auditor for recording into the fixed asset records, one copy is sent to Purchasing for the disposal files, and one copy is kept on file within the Office.
- 11.4.9 County Purchasing Agent will periodically request that Commissioners’ Court declare property “surplus” (in excess of needs - - useful) or “salvage” (has no value -- not useful). Surplus and salvage property shall be disposed of according to State laws on disposition of property. County employees will be allowed to bid on surplus property offered to the public, just as any other citizen of the County.

- 11.4.10 Any stolen, abandoned or confiscated property seized by a peace officer may be disposed of in accordance with Article 18.17, Texas Code of Criminal Procedures.
- 11.4.11 The County Auditor shall determine the required entries in the general ledger to reflect the disposition of an asset.
- 11.4.12 The County Auditor will conduct “exit” inventories when a change in an elected official/department head responsibility occurs.
- 11.4.13 Conclusion: While all issues pertaining to fixed assets cannot be addressed in this manual, the intent is to provide sufficient direction for the daily operations of the County. Any issue not specifically addressed by this manual should be directed to the County Purchasing Agent or the County Auditor prior to any action being taken.

GLOSSARY OF TERMS

Appointment Board - A board composed of the judges of the District Courts and two members of Commissioners Court. This board appoints the County Purchasing Agent, sets his salary and provides him help, equipment supplies and traveling expenses.

Commodity Code - A specific group of materials categorized into distinct classes, i.e., supplies which have been assigned a numerical reference number.

Competitive Bidding - Process wherein vendor openly competes for the County's business through a formal process.

Encumbrance - Process wherein the County sets aside funds for the purchase of supplies or equipment by virtue of an accounting entry against the fund specified on the requisition.

Expedited - To do whatever is necessary either to speed up the delivery process of merchandise to the requisitioner (such as contacting vendor, receiving, etc.) or to ascertain the status of a placed order.

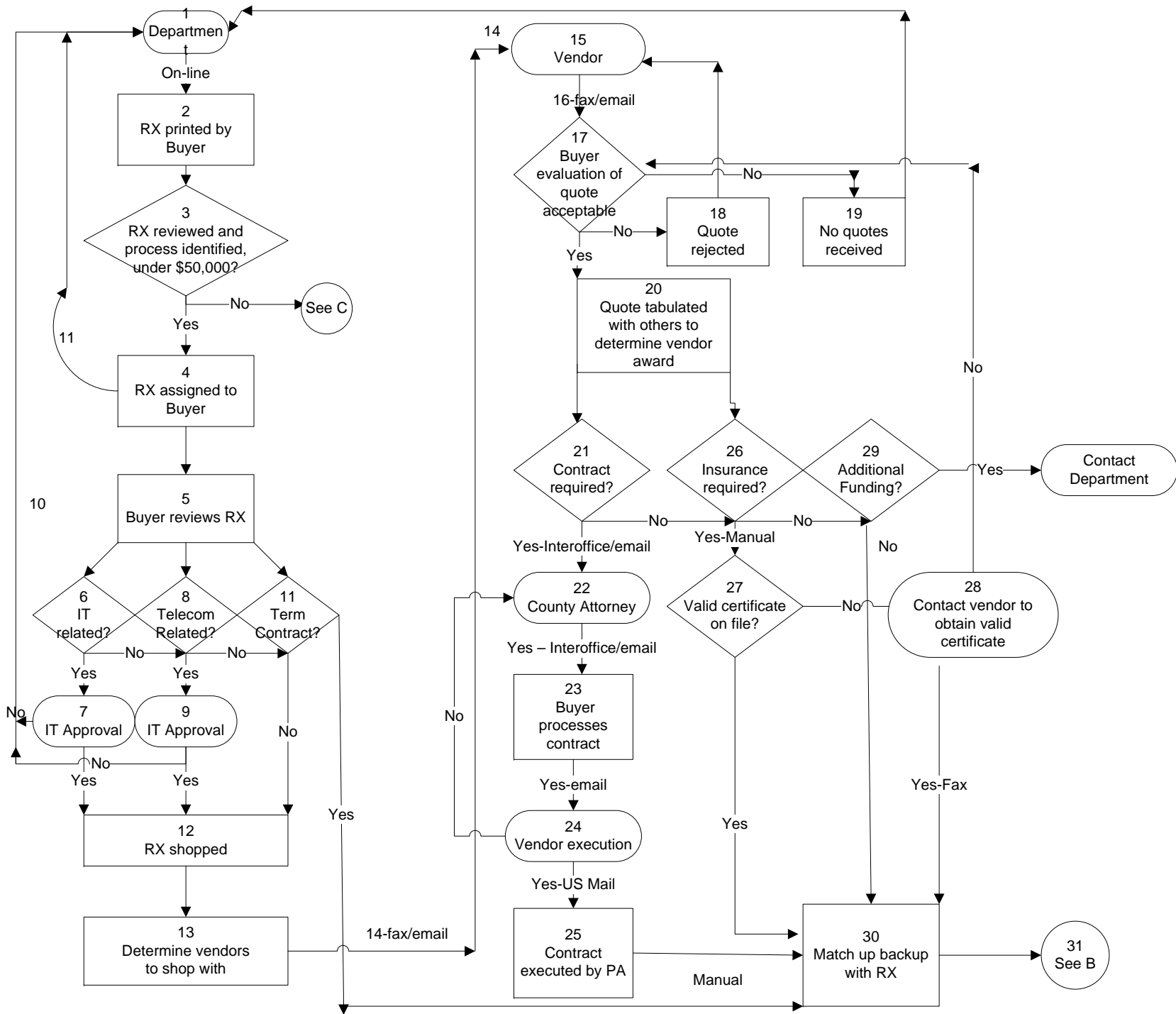
Fund Approval - Process wherein the County Auditor verifies that monies are available within a specific fund to ensure the validity of the transaction.

Purchase Order - Formal, binding, legal contract issued by the County Purchasing Agent for merchandise requested on a requisition.

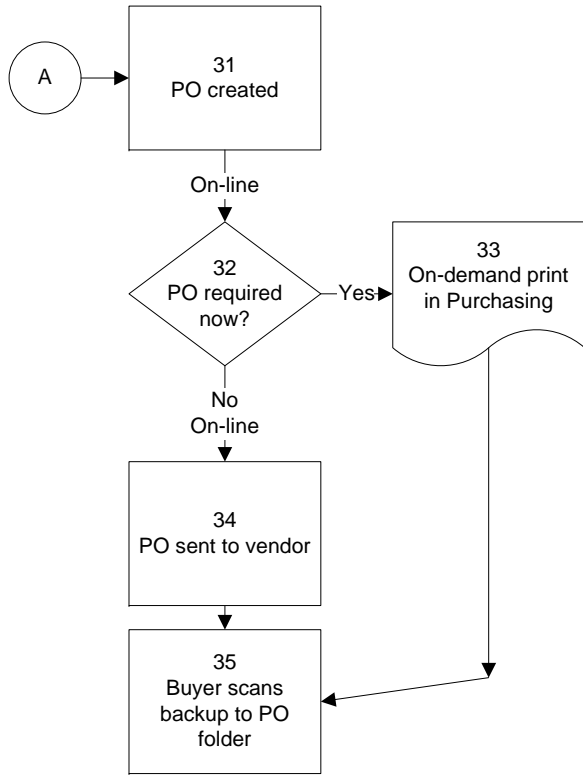
Requisition - The source document for all purchasing activity. The form is used to communicate Office's need to Purchasing Agent.

Vendor - Term applied to companies or individuals selling merchandise to the County.

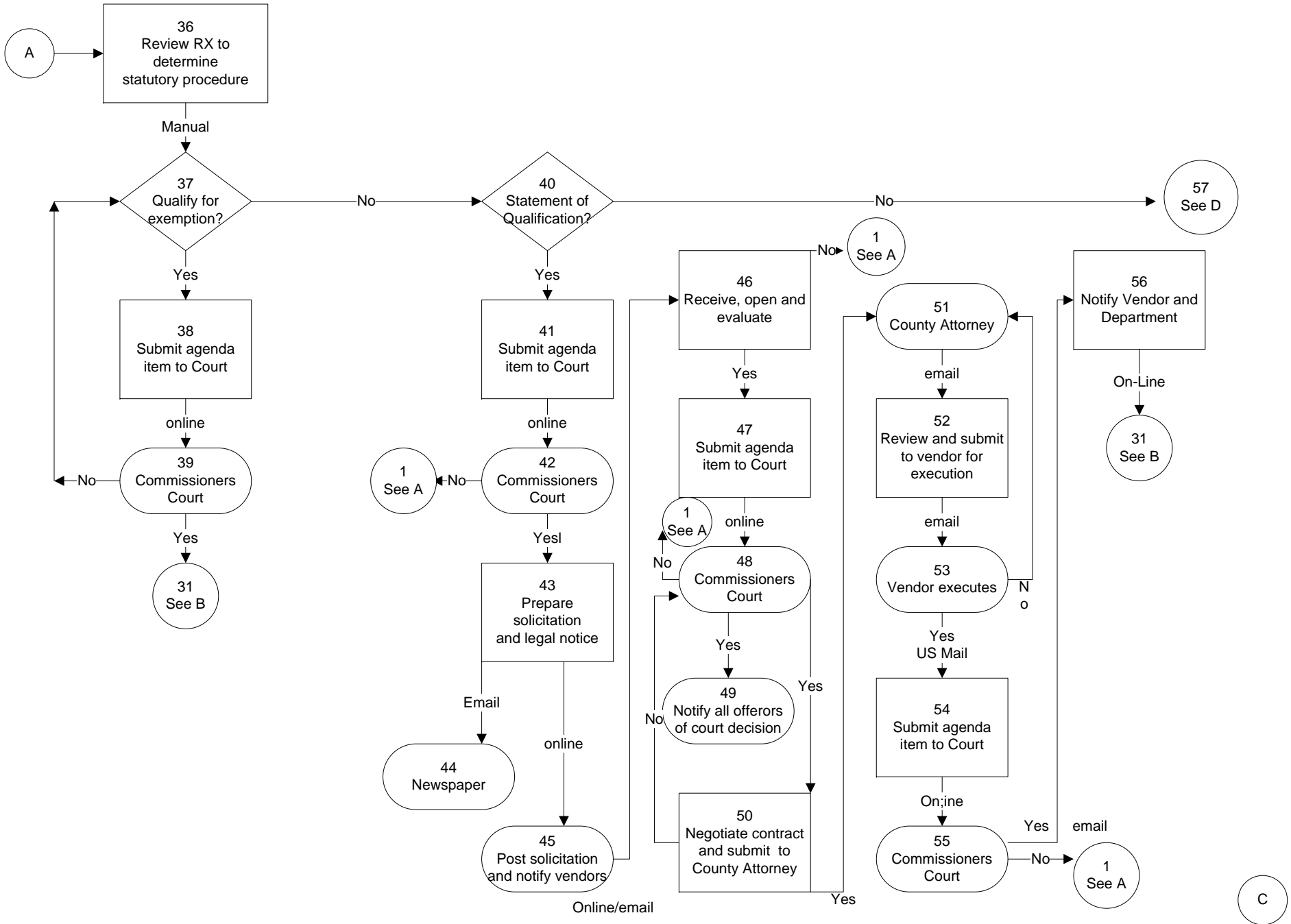
Requisitions

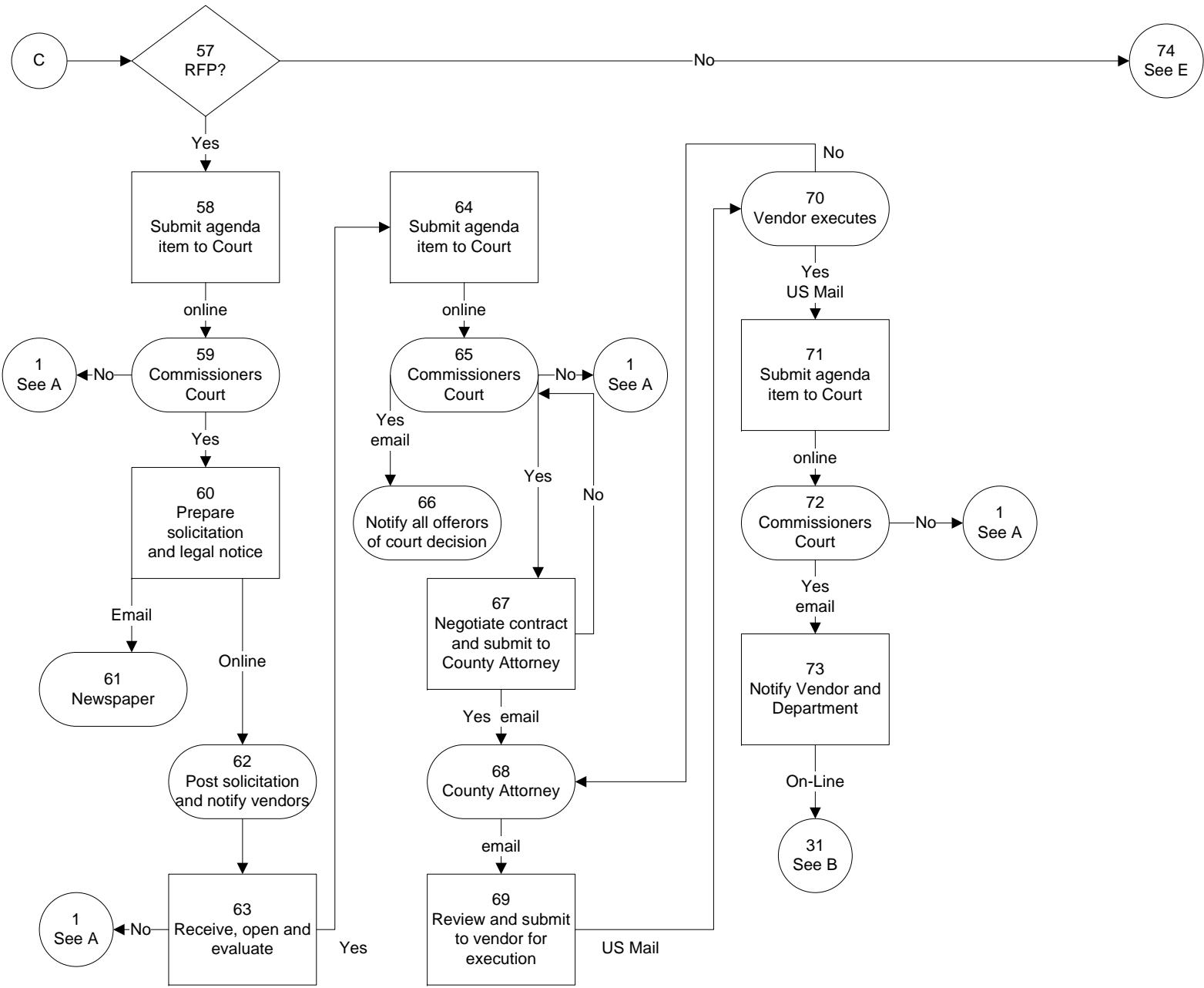


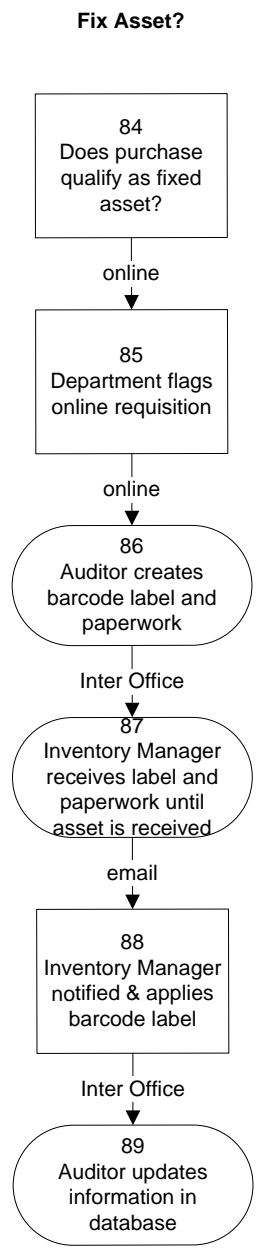
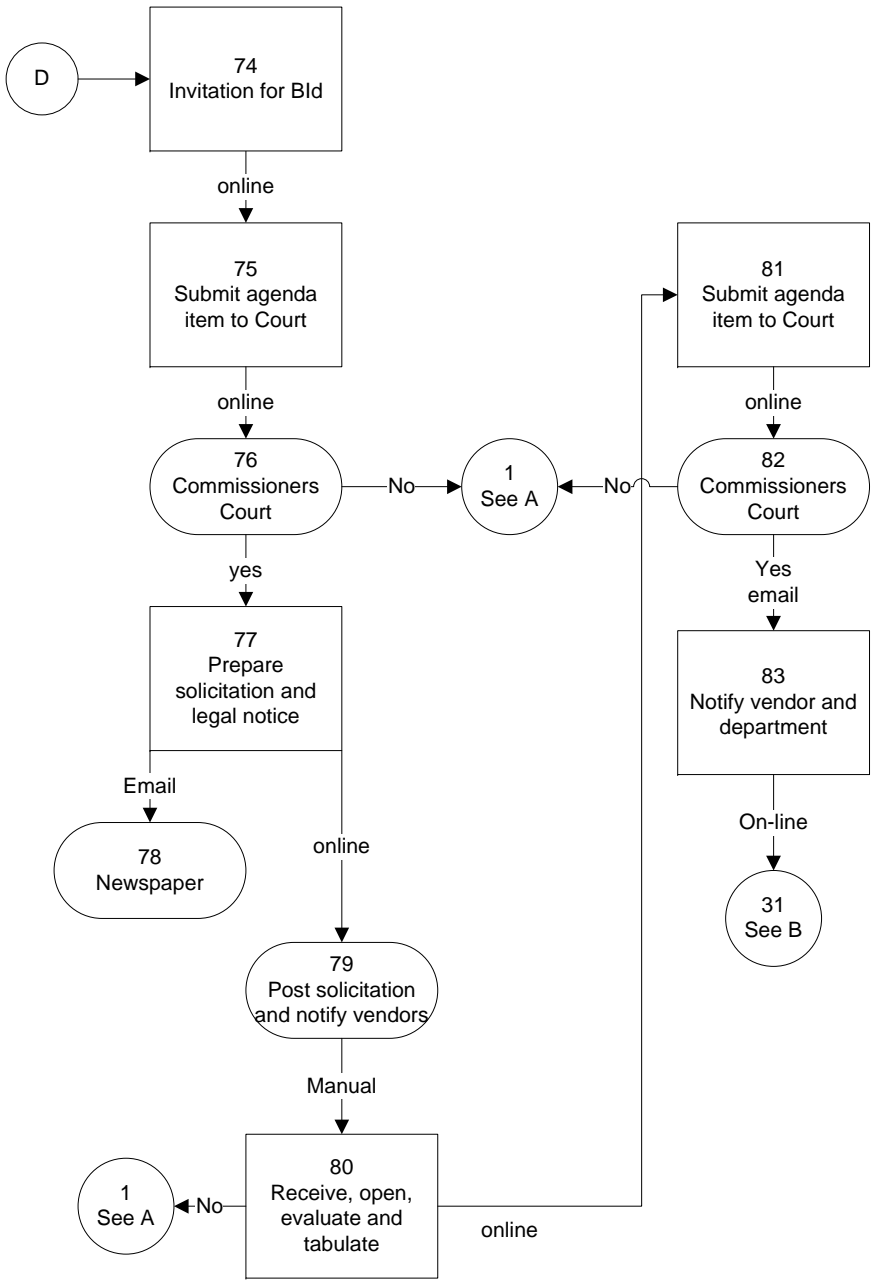
Creating a PO



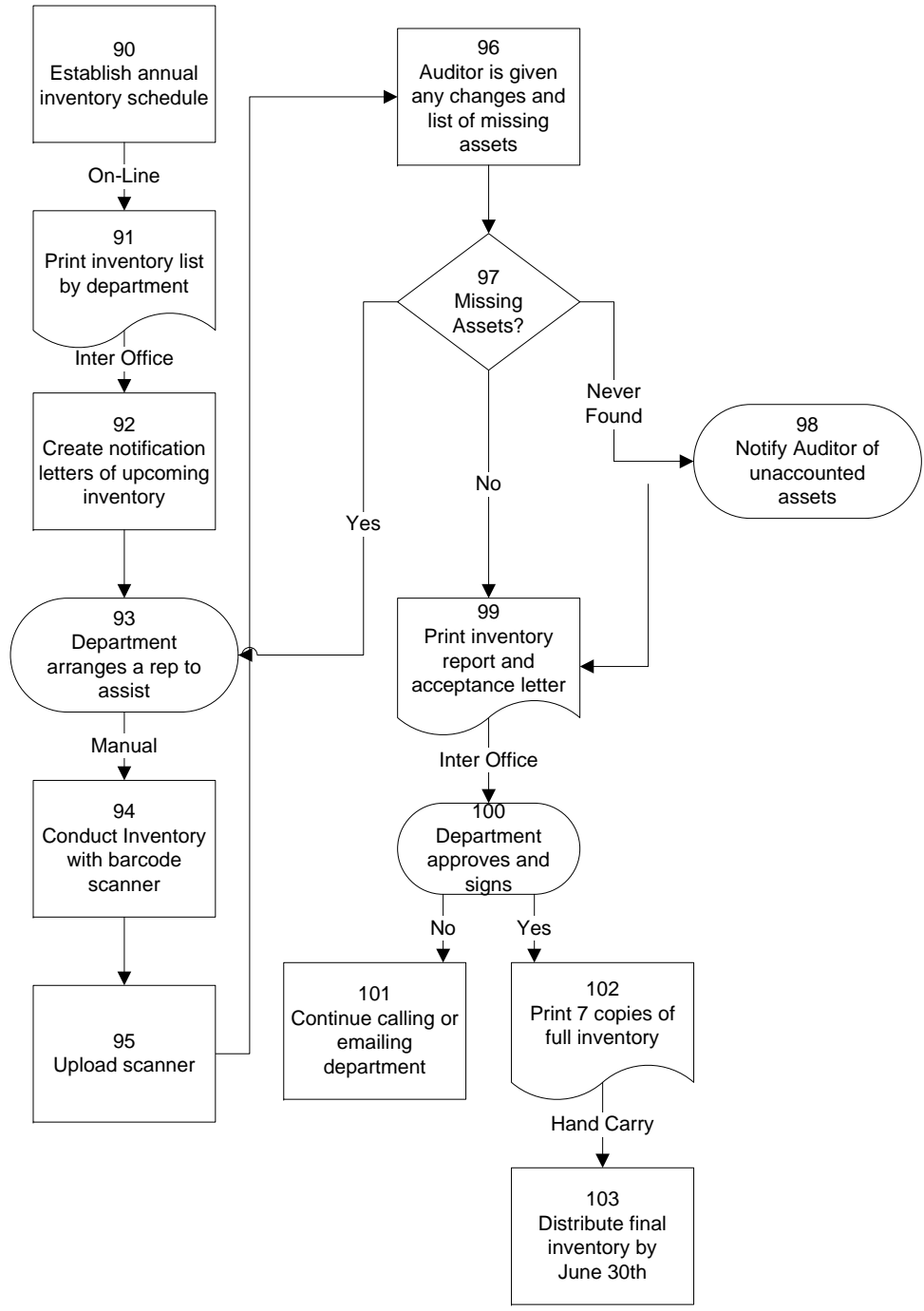
RXs over \$50,000



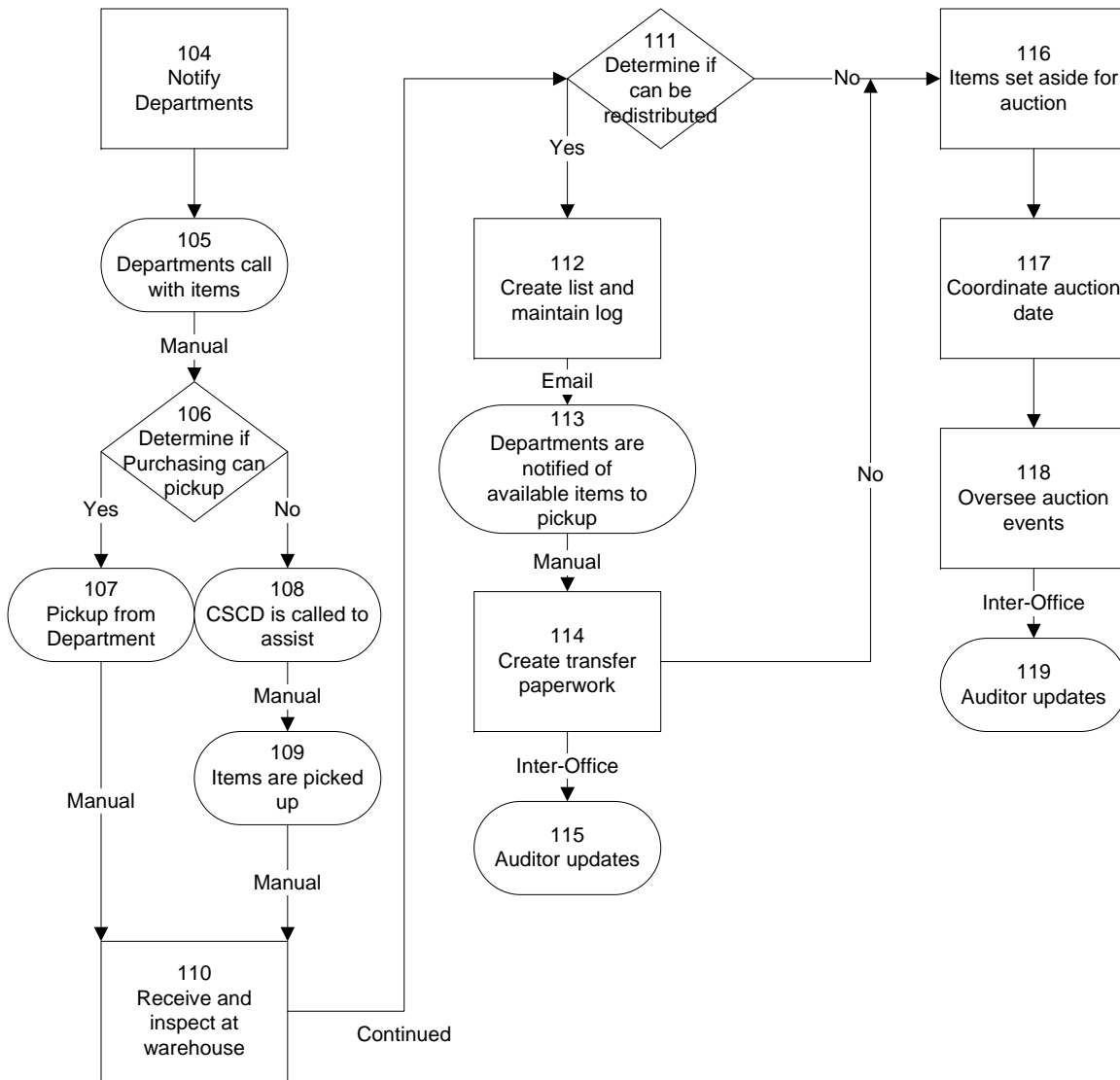




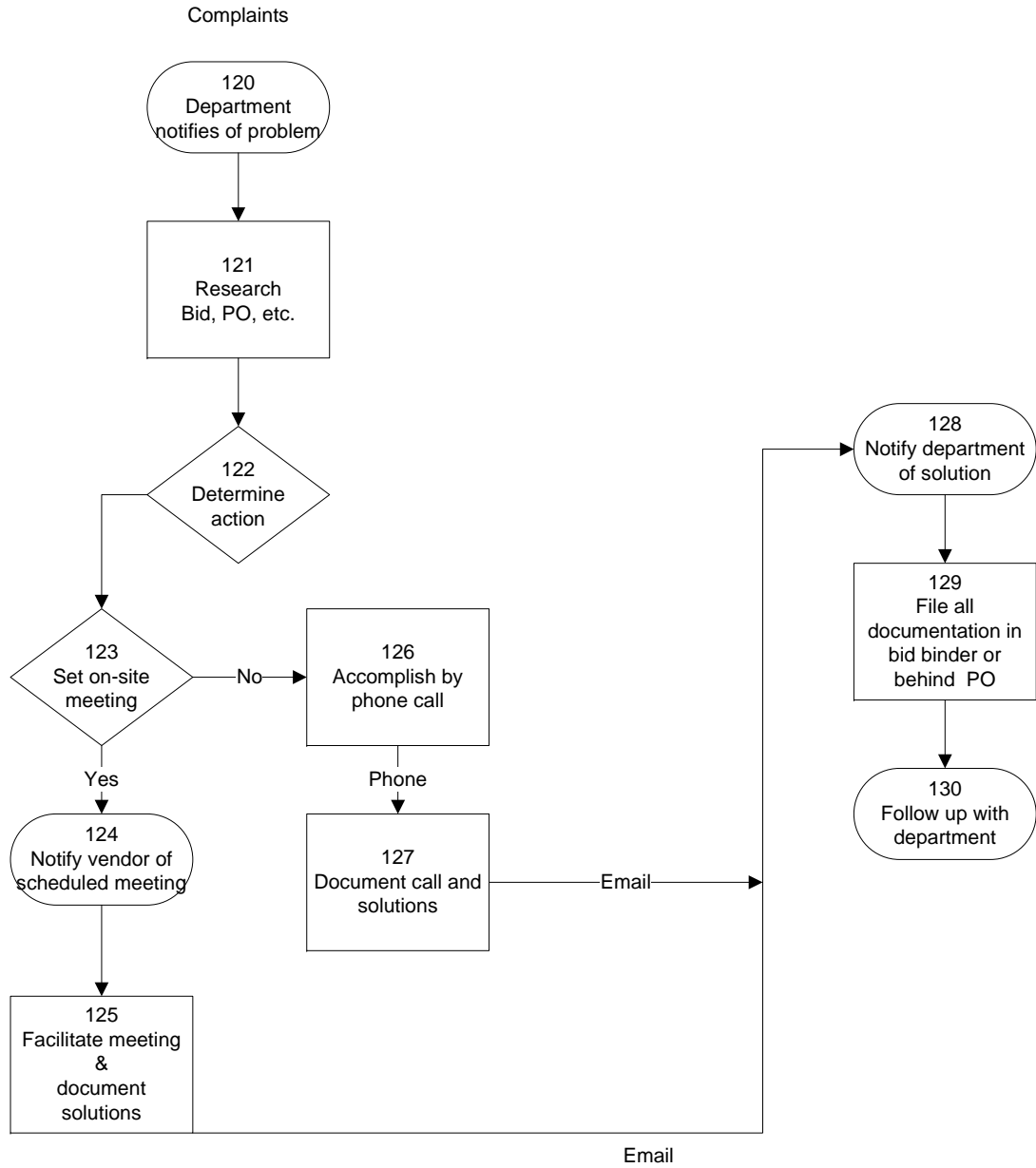
Inventory



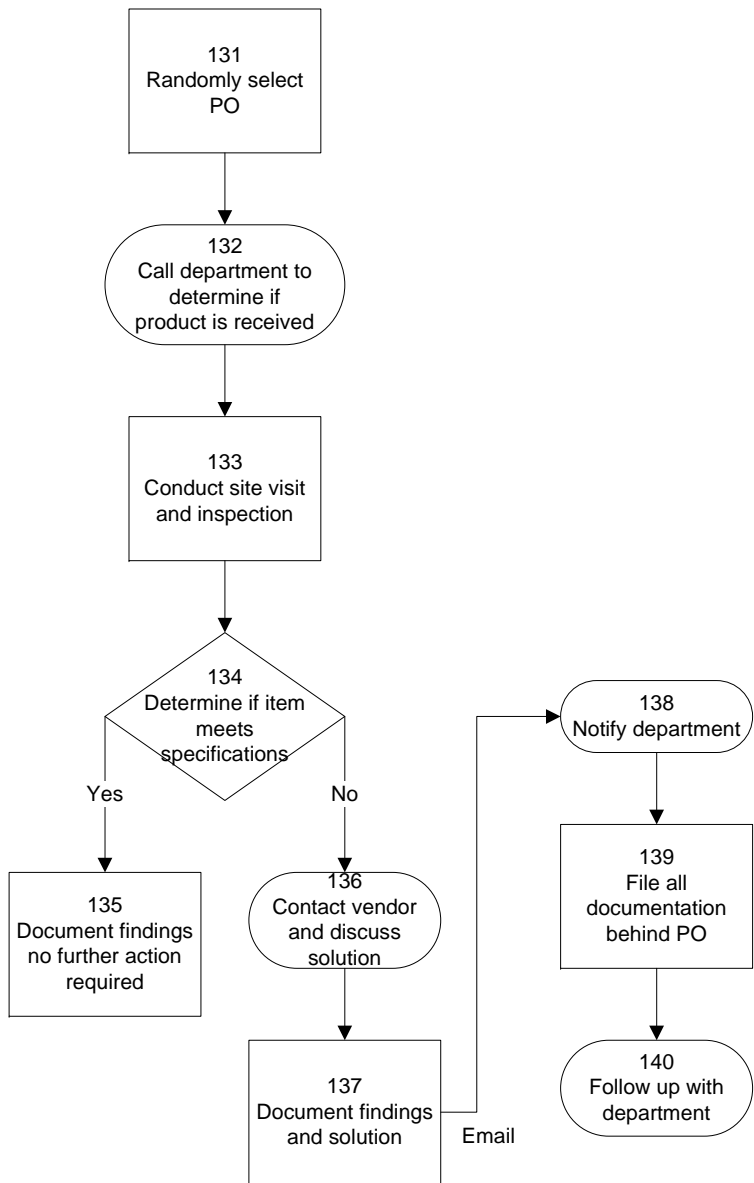
Asset Storage for Redistribution or Disposal



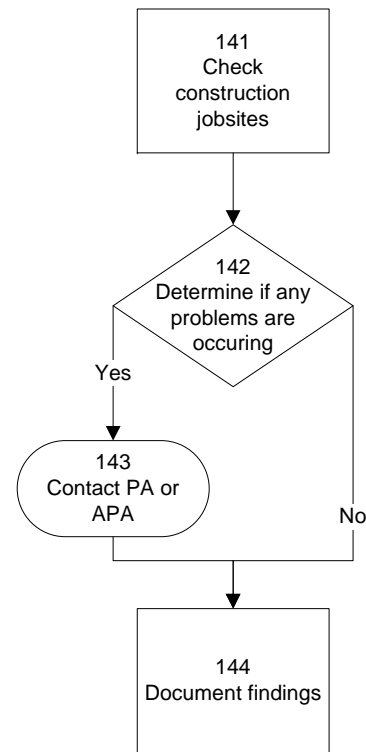
Quality Assurance



Routine Inspection



Construction Projects



County Purchasing Agent

Flowchart Process Definitions

Index	Definition
1	Department determines product/service required and enters requisition which includes a complete concise word picture of requirements.
2	Requisitions are printed in Purchasing by the Buyer.
3	Is RX under \$50,000 bid limit?
4	If yes, assign to a Buyer to process. If no, RX is given to Assistant Purchasing Agent (see page C).
5	Buyer reviews requisition.
6	Is the RX IT related (i.e. computer, printer, etc.)?
7	If yes, online system automatically sends to IT for review and approval. If approved system automatically sends to RX inbox in Purchasing folder.
8	Is the RX Telecommunication related (i.e. phone, cabling, etc.)?
9	If yes, online system automatically sends to IT for review and approval. If approved system automatically sends to RX inbox in Purchasing folder.
10	If IT denies RX the RX is unreleased and automatic email is generated and sent to the Department informing them of the situation. They can then work with IT to determine an acceptable product.
11	Is there a term contract established? If no, the RX is shopped. If yes, RX is matched up (#31).
12	RX is ready to be shopped.
13	Buyer determines vendors to solicit utilizing the database or previous history.
14	Fax or email RX to a minimum of three (3) vendors showing description of required product/service.
15	Vendors complete quote.
16	Vendors fax or emails quote to the Buyer.
17	Buyer evaluates all quotes for acceptability.
18	If not acceptable, quote is rejected and the vendor is notified via email or phone.
19	If no quotes are received the department is notified via email and the RX unreleased.
20	If acceptable, quote is tabulated with other quotes to determine vendor award.
21	Buyer determines if contract is required. If no, RX is matched with backup (#31).
22	If yes, contract is sent to the County Attorney for review/creation. If addendum is required the County Attorney creates and returns all paperwork to the Buyer.
23	Buyer processes contract and determines if additional signatures are required.
24	Contract is emailed to the vendor for execution and returned to the Buyer. If the vendor will not sign the contract it is sent back to the County Attorney for further review.
25	Contract is executed by the Purchasing Agent.
26	Buyer determines if insurance is required. If no, RX is matched with backup (#31).
27	If yes, Buyer checks if valid certificate is on file. If yes, RX is matched with backup (#31).

28 If no, Administrative Assistant contacts the vendor to obtain valid certificate.
Once received RX is matched with backup (#31). If no certificate can be
obtained, Buyer re-evaluates quotes to determine acceptability.

29 Is additional funding needed? If yes, Buyer contacts the department via email or
phone. If no, RX is matched with backup (#31).

30 All backup (quotes, contracts, insurance, etc.) are matched up with RX.

31 PO is created on-line.

32 Buyers determine if PO is required immediately.

33 If yes, the PO is printed in Purchasing.

34 If no, POs are sent via fax integrator to vendors twice daily.

35 Each Buyer scans RX backup into designated folder.

36 If the RX exceeds the \$50,000 statutory threshold the appropriate process is
determined by Assistant Purchasing Agent (ADA) to comply with bidding
statutes.

37 Does the RX qualify for an exemption provided for in the statutes? Is it a
Professional Service and the vendor is already identified? Or is it a sole source
item (validity determined by the Purchasing Agent)? Or is it an emergency (i.e.
an item due to unforeseen damage to public property)? Can the product or service
be purchased through a cooperative purchasing agreement?

38 If any of the above apply, place item on Commissioners Court agenda for
permission to purchase the product/service.

39 Commissioners Court authorizes the expenditure. If yes, create PO (#31), if no,
proceed with determining proper statutory procedure.

40 Does the RX qualify for a statement of qualification (SOQ) solicitation
(professional service and the vendor is not already established or design/build
contract)?

41 Place item on Commissioners Court agenda for permission to advertise for SOQ.

42 If Commissioners Court does not grant permission to advertise the RX is returned
to the requesting department (#1). If the Court does grant permission proceed.

43 Prepare the legal notice as required by state statute for publication in newspaper
and SOQ solicitation package.

44 Email the legal notice to the newspaper for advertising.

45 Post solicitation on website and email vendors of availability for download.

46 Receive responses by specified due date and time, open and evaluate. In some
cases the requesting department is involved in the evaluation. If no qualification
packages are received the RX is returned to the requesting department (#1)

47 Place an item on Commissioners Court agenda requesting permission to negotiate
a contract with highest evaluated vendor.

48 If Commissioners Court does not grant permission to negotiate the RX is returned
to the requesting department (#1). If the Court does grant permission to negotiate
proceed.

49 Notify all vendors and department of court decision by email.

50 Negotiate with the vendor and submit all paperwork to the County Attorney. If
contract can not be negotiated return to Commissioner's Court for further
direction.

51 County Attorney reviews documentation and creates a contract. Numerous iterations may occur between Purchasing, vendor and using department.

52 Review contract and email to the vendor for their signature.

53 Vendor signs contract and returns to Purchasing. If vendor does not sign contract, the contract is returned to the County Attorney for further action.

54 Place item on Commissioners Court agenda for acceptance of contract.

55 If the Court does not approve contract the RX is returned to the requesting department (#1). If the Court does approve contract proceed.

56 Notify vendor and department of contract approval by email create PO (#31).

57 Does the RX qualify for a Request for Proposal (RFP) procedure as determined in the statutes?

58 If yes, place item on Commissioners Court agenda for permission to advertise for RFPs.

59 If the Commissioners Court does not grant permission to advertise the RX is returned to the requesting department (#1). If the Court does grant permission to advertise proceed.

60 Prepare the legal notice as required by state statute for publication in newspaper and RFP solicitation package.

61 Email legal notice to the newspaper for advertising.

62 Post solicitation on website and email vendors of availability for download.

63 Receive the proposals by specific due date and time, open and evaluate. In some cases the requesting department is involved in the evaluation. All proposals are kept confidential. If no proposals are received the RX is returned to the requesting department (#1).

64 Place an item on Commissioners Court agenda requesting permission to negotiate a contract with highest evaluated vendor.

65 If Commissioners Court does not grant permission to negotiate the RX is returned to the requesting department (#1). If the Court does grant permission to negotiate proceed.

66 Notify all vendors and department of court decision by email.

67 Negotiate with the vendor and submit all paperwork to the County Attorney. If contract can not be negotiated return to Commissioner's Court for further direction.

68 County Attorney reviews documentation and creates a contract. Numerous iterations may occur between Purchasing, vendor and using department.

69 Review contract and email to the vendor for their signature.

70 Vendor signs contract and returns to Purchasing. If vendor does not sign contract, the contract is returned to the County Attorney for further action.

71 Place item on Commissioners Court agenda for acceptance of contract.

72 If the Court does not approve contract the RX is returned to the requesting department (#1). If the Court does approve contract proceed.

73 Notify vendor and department of contract approval by email create PO (#31).

74 Does the RX qualify for a Competitive Sealed Bid (Bid) procedure as determined in the statutes?

75 If yes, place item on Commissioners Court agenda for permission to advertise for Bids.

76 If the Commissioners Court does not grant permission to advertise the RX is returned to the requesting department (#1). If the Court does grant permission to advertise proceed.

77 Prepare the legal notice as required by state statute for publication in newspaper and Bid solicitation package.

78 Email legal notice to the newspaper for advertising.

79 Post solicitation on website and email vendors of availability for download.

80 Receive the bids by specific due date and time, open and tabulate. If no bids are received the RX is returned to the requesting department (#1).

81 Place an item on Commissioners Court agenda requesting permission to award the bid to the lowest and best vendor.

82 If Commissioners Court does not grant permission to purchase the RX is returned to the requesting department (#1). If the Court does award the bid, create PO (#31), if no, RX is returned to the requesting department (#1).

83 Notify all vendors and department of court decision by email.

84 Does item(s) on PO qualify to be inventoried as a fixed asset because it is over \$1000 or meets the definition? If no, no further action required. If yes, proceed.

85 Online RX system flags for fixed asset.

86 Auditor inputs asset into database, creates barcode label and generates new asset form. Label and form is sent to the Inventory Manager (IM).

87 IM holds label and paperwork. After asset is received ordering department notifies the IM.

88 IM/Clerk visits department, locates asset, applies barcode label and completes paperwork.

89 Auditor receives paperwork and updates database.

90 IM establishes annual inventory schedule (approximate time line by department).

91 Auditor prints inventory list by department.

92 IM creates notification letter to specific department detailing scheduled date and time to accomplish inventory.

93 Department arranges for a representative to assist with the inventory.

94 IM/Clerk goes to department on scheduled day with barcode scanner, locates items on inventory list, and notes any changes.

95 After returning to the office IM uploads scanner.

96 Auditor is given changes and a list of missing assets.

97 Department is notified to locate missing assets. IM returns to department for last inventory check return to (#93).

98 All unaccounted assets are reported to the Auditor.

99 Auditor prints final inventory report and IM prints acceptance letter.

100 Elected Official or Department head signs paperwork.

101 If paperwork is not returned to Purchasing, IM continues to notify department. If never received, proceed.

102 Print seven (7) copies of final County wide inventory by June 30th.

103 Distribute final inventory to Purchasing Board, County Auditor and Purchasing Agent noting an irregularities.

104 Notify departments by email throughout the year that the warehouse is accepting items for redistribution or disposal.

105 Departments call IM with surplus property to be picked up.
106 IM determines if Purchasing is able to pick up the property.
107 If yes, Purchasing goes to department and picks up all property and delivers to the
warehouse.
108 If no, IM requests the assistance of CSCD.
109 CSCD goes to department and picks up the property and delivers to the
warehouse.
110 Property is received and inspected.
111 IM/Clerk determines if property can be redistributed.
112 If yes, property is set aside in warehouse, and added to redistribution log.
113 Departments are notified via email of all property available for redistribution.
114 If an item is redistributed, the transfer paperwork is generated. If item is never
redistributed proceed to #116.
115 All transfer paperwork is sent inter-office to the Auditor to update database.
116 As property received that can not be redistributed are set in the warehouse by
groups (furniture, computers, copiers, etc.)
117 IM coordinates auction date with Auctioneer and Purchasing Agent.
118 IM oversees auctioneer tagging and lotting of property and all activities on
auction day.
119 All transfer paperwork is sent inter-office to the Auditor to update database.
120 Quality Assurance Coordinator (QAC) is contacted by the department with a
complaint about a service or product received via email.
121 QAC researches Purchasing contract and/or PO.
122 QAC determines course of action.
123 Should an on-site meeting take place? If yes proceed, if no, proceed to #126.
124 Call vendor to discuss complaint and schedule meeting.
125 Facilitate meeting and discuss solutions, document process and proceed.
126 If on-site meeting not necessary, QAC contacts vendor via phone or email to
discuss complaint and solutions.
127 Document call and solutions.
128 Notify the department of solution by email.
129 File all documentation in bid binder or behind PO, as applicable.
130 Follow up with department to ensure problem is rectified.
131 QAC routinely checks merchandise received to determine compliance with
Purchasing Contract. QAC randomly selects a PO to inspect.
132 Calls department to determine if product has been received.
133 Conduct site visit and inspection of product.
134 Determines if product meets specifications by comparing it to the PO or purchase
contract.
135 If product complies with specifications, document findings and no further action
is necessary.
136 If product does not comply with specifications, contact vendor to discuss problem
and solution.
137 Document findings and solution.
138 Notify the department of solution by email.
139 File all documentation behind PO.

- 140 Follow up with department to ensure problem is rectified.
- 141 QAC routinely checks construction jobsites to verify contract compliance and completion schedule.
- 142 Determine if any problems are occurring.
- 143 If there are problems, notify the Project Manager and APA to solve. If there are no problems proceed.
- 144 Document all findings with purchase contract.

INVENTORY ACTION NOTICE ASSETS RELEASED TO AUCTION

DEPARTMENT _____ DEPT # _____ DATE _____

TAG	DESCRIPTION	MAKE	MODEL	SERIAL #

The items listed above are salvage or excess to the needs of my department and are released for disposal through public auction or redistribution.
(NOTE: If transferring to another department, DO NOT use this form, do appropriate paperwork.)

DEPARTMENT HEAD SIGNATURE (or AUTHORIZED Agent) _____ (printed name) _____ DATE _____

RECEIVED: (Must be signed to be valid)

_____ DATE _____
 INVENTORY MANAGER (or AUTHORIZED Agent)

AUDITED BY:
DATE:

NOTE: If you need more room to list TAGGED assets, copy this form as necessary. Please attach all forms together.

PROCESSED BY: _____ DATE: _____

INVENTORY ACTION NOTICE

FOR DISPOSALS & TRANSFERS

Department Name: _____ Dept #: _____

Tag #: _____ Model: _____ Serial #: _____

Asset Description: _____

If you need additional space, please attach to this sheet.

AUCTION	Auction Year: _____ Date Sent: _____ Condition: _____
DESTROY	Date: _____ Reason: _____ <i>If destroyed in accident, attach copy of Police or Sheriff's report and any newspaper articles or pictures.</i>
LOST	Date last seen: _____ Circumstances: _____
STOLEN	Date stolen: _____ Circumstances: _____ <i>Attach copy of Police or Sheriff's report and any newspaper articles or pictures.</i>
TRADE-IN	Trade-In Value: \$ _____ Tag # (new item): _____ Description (new item): _____ PO#: _____
TRANSFER	DEPT NAME & #: _____ Transfer Date: _____ Reason for Transfer: _____

THIS IS TO CERTIFY THAT THE ABOVE ASSET HAS BEEN DISPOSED AS NOTED AND IS NO LONGER IN MY CUSTODY. THE ABOVE INFORMATION IS TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE.

 Department Head Signature (or Authorized Agent) _____
Date

THIS IS TO CERTIFY THAT I HAVE RECEIVED THE ABOVE ASSET AND IT IS NOW IN MY CUSTODY. THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

 Department Head Signature (or Authorized Agent) _____
Date

FOR PURCHASING 'S USE ONLY
 PROCESSED BY & DATE: _____

FOR AUDITOR'S USE ONLY
 ENTERED BY & DATE: _____

