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TO: Each Member, Commissioners Court  
FROM: Gilbert Jalomo, Purchasing Agent  
DATE: May 27, 2015  
SUBJECT: Purchasing Manual

On the June 2<sup>nd</sup> agenda is an amendment to the County Purchasing Manual addressing the following:

1. Incorporated the Procurement Card Policy (Annex A) and Travel Policy (Annex B) into the Purchasing Manual.
2. Referenced the procurement card policy in the Requisition and Purchase Order process in Sections 4.0 and 5.0.
3. Changed the definition of Fixed Asset.
4. Added the definition of Tracking Asset.
5. Deleted the Glossary of Terms.
6. Procurement Card Policy: changed the unauthorized purchases from three (3) to two (2) and added "within a 12 month period".
7. Procurement Card Policy: added the requirement of providing printed copy of Purchasing approval (email) to Auditor's Office for internet purchases other than for travel.
8. Procurement Card Policy: added the documentation submission form.
9. Travel Policy: The hotel reimbursable rates are limited to the GSA Per Diem Limits per day, per city not including taxes. The rates, which vary by month, are located on the GSA website. Example: the maximum reimbursable rate for Austin is \$126/\$139 depending on the month for 2014-2015. Travelers can still

use the state contract program to get better rates but the traveler must make sure the rate is less than the GSA per diem limit.

10. Travel Policy: Traveler can stay at the host hotel if the host hotel offers a group rate and the traveler is able to reserve the room at the group rate. If no more group rate rooms are available the traveler will need to find other accommodations within the GSA reimbursable rates.
11. Travel Policy: Meals per Diem –\$36 in state and \$48 out of state. First and last day of travel are paid at 75% of daily per diem rate (first and last day travel per diem rates \$24 in state and \$36 out of state)
12. Travel Policy: Mileage Reimbursements – Use of personal vehicle will be reimbursed at the current rate/mile set by Commissioners’ Court. Mileage should be calculated using the County office location of the traveler and the event location.
13. Travel Policy: Rental Cars- The traveler should select a vehicle size comparable to the number of County travelers. A Tahoe for one person is not comparable.