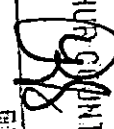


Upshur County Purchasing Policy

Revised 9-28-2018

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TERRI ROSS
COUNTY CLERK
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UPSHUR COUNTY, TX.
BY  DEPUTY

Introduction

The mission of the Upshur County Commissioner's Court is to promote cost effective and ethical spending habits by all County departments. This policy was adopted to guide and assist departments with their purchasing activities.

All purchases shall be made in accordance with 2 CFR Parts 180 and 200, Chapter 262 of the Local Government Code (the County Purchasing Act), and all other relevant state and federal laws and advisories.

Vendor Selection Process

County contracts shall only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Any considerations used to select a vendor other than lowest dollar price must be stated in the bid solicitations.

Contracts shall not be awarded to vendors that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

Requisition Process

Prior to obligating any funds, the department head or authorized employee must send a requisition to the County Auditor, regardless of the amount of the purchase. A requisition will be provided to the departments, in paper and digital format. The requisition may be e-mailed or hand delivered to the Auditor's office. In certain emergency situations or for unforeseen circumstances, the auditor's office may issue a purchase order upon verbal request.

Upon receipt of a satisfactory requisition, the auditor's office will issue a purchase order and notify the department head of the purchase order number. **The purchase order must be issued prior to purchase, barring emergency circumstances.** Invoices reflecting an order date prior to date of purchase order issuance may not be approved. Each instance will be considered on an individual basis by the auditor's office, and the employee placing the order could be held personally liable for the charges.

Purchase orders will not be given without an amount. If the exact amount is not known at the time of requisition, the requesting employee should provide a realistic estimate. The line item will be encumbered for the estimated amount at the time the purchase order is approved. The employee ordering the supplies or materials should notify the auditor's office of the exact amount as soon as practical so that the estimated encumbrance can be removed and the line item can be encumbered for the exact amount. Any unreasonable deviation between the estimated and actual amount will be subject to review by the auditor's office, and may not be approved for payment if abuse of the policy is detected.

Requests for purchase orders from funds that may only be expended under commissioner's court approval will not be granted until the court has approved the expenditure. Upon receipt of requisition from one of these funds, the auditor's office will request an item be placed on the agenda, and will notify the department of the action by the court.

The County Auditor may elect to issue blanket purchase orders to certain departments for frequently used vendors. Requests by department heads for blanket purchase orders will be evaluated by the auditor's office on an individual basis. Blanket purchase orders will generally be authorized for one week at a time. Funds may be encumbered for the max amount of the blanket purchase order at the time of issuance. Limits may be established by the County Auditor, and the County Auditor reserves the right to deny a request for a blanket purchase order at any time.

With the exception of charges made while on inmate transports, credit card purchases are subject to the purchasing policy, and also require a requisition and a purchase order prior to use, as this is an obligation of county funds. When using credit cards, the employee should still abide by the maximum per diem rate set in the travel policy. Credit card charges should be kept to a minimum, and should only be used in cases where the vendor does not accept purchase orders. Original receipts shall be submitted to auditor's office as soon as possible after charges are made, for comparison with credit card statements.

Purchase orders may be waived by the auditor's office for regular recurring events including but not limited to automatic subscriptions, software maintenance, or utility bills. These lines, however, may be encumbered for the full anticipated amount at the beginning of the budget year for known amounts. If an employee or department head is unsure whether a purchase order is required, they should call the auditor's office.

In order to be included in the budget year, goods must be received, or service must be performed in that budget year. Issuance of a purchase order is not sufficient. If goods or services are not received by September 30th, the purchase order will be voided and reissued for the following fiscal year. The auditor's office routinely sets a purchase order cutoff date of September 15th so that all goods ordered will be received by the fiscal year end. An earlier date as determined by

the County Auditor may be set each year for large purchases, or dependent on availability of funds.

When goods are received, the employee receiving the goods should verify that the goods were received in satisfactory condition, and should sign off on the packing slip if one is included, then forward to the auditor's office.

Receipt of Invoice

When the invoice arrives, the authorized official should sign the front of the invoice, note which line item it should be paid from, and forward original invoice to the auditor's office. It is not necessary to send duplicates to the Treasurer and the Auditor.

Approval of Claims

Each claim, bill, or account against the county must be filed in sufficient time for the Auditor to examine and approve it before the meeting of the commissioner's court. A claim, bill, or account may not be allowed or paid until it has been examined and approved by the auditor. The auditor shall stamp each approved claim, bill, or account. If the auditor considers it necessary, the auditor may require that a claim, bill, or account be verified by an affidavit indicating its correctness. After approval, the invoice will be sent to the Treasurer for payment. Claims will be approved by the Commissioner's Court in open court prior to the release of funds.

Purchases made with Federal Awards

The Code of Federal Regulations provides detailed requirements for purchases made with federal awards. Accordingly, all purchases made with federal funds must comply with 2 CFR Part 180 and 2 CFR Part 200.

The County must follow the same policies and procedures it uses for procurements from its non-Federal funds.


No employee or official may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

The County is subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. Departments submitting requisitions for purchases made with federal awards must verify vendor

suspension and debarment status. This can be found on the System for Award Management website at <https://www.SAM.gov> The employee or official shall print the screen and submit it with the requisition to the County Auditor.

The County Auditor will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The County Auditor will maintain oversight of all federal and state awards to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

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