

PANOLA COUNTY PURCHASING PROCEDURES
QUOTE REQUIRED

PURCHASES FROM \$.01 TO \$5,000

- \$.01 TO \$1,500 REQUIRE A MINIMUM OF 2 QUOTES
 - \$1,501 TO \$5,000 REQUIRE A MINIMUM OF 3 QUOTES
 - THE ONLY TIME MULTIPLE QUOTES ARE NOT REQUIRED IS WHEN USING A PURCHASING CO-OP OR A STATE CONTRACT SUCH AS DIR PROGRAM.
 - 1 QUOTE IS STILL REQUIRED EVEN WHEN USING ONE OF THE ABOVE CONTRACTS FOR PURCHASING.
 - EXAMPLE OF A CO-OP IS BUY BOARD
 - EXAMPLE OF A STATE CONTRACT IS TX-DIR(CDW-G IS A MEMBER OF THIS)
- 1) Get quotes and determine the best purchase price
 - 2) Enter quote as a REQUISITION in Incode Express
 - 3) Obtain electronic approval from the County Auditor and County Judge
 - 4) Print PURCHASE ORDER from Incode Express
 - 5) Obtain Department level signatures on PURCHASE ORDER and have quote initialed by department head.
 - 6) Staple quote to PURCHASE ORDER and deliver to the County Auditor's office for final approval signatures from the County Auditor and County Judge.
 - 7) FINALLY A COMPLETED PURCHASE ORDER AND NOW YOU ARE READY TO ACTUALLY ORDER YOUR ITEM.**
 - 8) Provide the PURCHASE ORDER to the vendor and place your order.
 - 9) When the ordered items and invoice arrive sign the invoice and attach it to the PURCHASE ORDER. Deliver to Auditor's office for payment of received items.

REFERENCE: LGC§113.901 REQUIREMENTS FOR APPROVAL OF ACCOUNTS AND REQUISITIONS.

Lee Ann Jones