

PANOLA COUNTY COMPETITIVE PROCUREMENT PROCEDURES ADOPTED BY COMMISSIONERS COURT

LGC 262.0245 A county purchasing agent or, in a county without a purchasing agent, the commissioners court shall adopt procedures that provide for **competitive procurement**, to the extent practicable under the circumstances, for the county purchase of an item that is not subject to competitive procurement or for which the county receives no responsive bid.

Purchase from \$.01 to \$9,999.99

- \$.01 to \$1,500 requires a minimum of 2 quotes
- \$1,501 to \$9,999.99 requires a minimum of 3 quotes
- The only time multiple quotes are not required is when using a purchasing co-op (ex. Buy Board, TIPS) or a state contract such as DIR program.
- 1 quote is still required when using one of the above-mentioned contracts

Purchase from \$10,000 to \$99,999.99

- Three quotes unless you use a co-op.
- For items in this price range please discuss them with the County Judge and/or auditor.

Procedures for purchasing approval

- Get quotes and determine the best purchase price
- Enter quote as a REQUISITION in Incode Express
- Obtain electronic approval from the County Auditor
- Print PURCHASE ORDER from Incode Express
- Obtain Department level signatures on PURCHASE ORDER and have quote initialed by department head.
- Staple quote to PURCHASE ORDER and deliver to the County Auditor's office for final approval signatures from the County Auditor and County Judge.
- **FINALLY, A COMPLETED PURCHASE ORDER AND NOW YOU ARE READY TO ACTUALLY ORDER YOUR ITEM.**
- Provide the PURCHASE ORDER to the vendor and place your order.

- When the items ordered 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.

LGC 262.023 COMPETITIVE REQUIRMENTS FOR CERTAIN PURCHASES

Purchase from \$100,000 and up

- These items must be purchased through the competitive bidding process or a co-op.
- Commissioner's Court approval is required prior to a requisition being entered.