

## **II. INTRODUCTION**

This manual has been prepared to provide information and directions, and it contains the authorized procedures for purchasing by County officials and employees with various departments and branches of the County. This manual has been adopted by the County's Purchasing Department, and its primary purpose is to communicate policies, assist in compliance with the laws governing County purchasing procedures and give guidance to Cameron County officials, employees, buying personnel, personnel assigned to the purchasing function, and others with delegated purchasing authority. These procedures are announced by Cameron County Commissioners Court, and changes in the contents of this manual shall be made only by the Commissioners Court. This manual does not create any right of individuals or entities enforceable against Cameron County. It is the responsibility of all who have been delegated the authority to commit Cameron County funds, through the purchasing function, by adhering to the policy contained in this manual.

County purchasing procedures are governed by Texas statutes; and these statutes, including interpretations of them made by Texas courts, are the ultimate authority in the validity of purchasing procedures. Because the procedures described in this manual are based on state law, this manual often contains language taken directly from statutes and paraphrases of, and broad generalizations about, Texas statutory law. These quoted phrases have been included where appropriate to assist in applying the law in routine situations. This manual cannot address every situation; therefore, whenever an unusual situation occurs or a difficult legal or factual problem arises, the exact statutory language must be reviewed and analyzed. In every situation, the final authority for county purchasing procedures is the law itself.