

Title: Requisition Approval – Interlocal Suppliers (Building Maintenance, Remodeling, and Repairs)		Approved by Auditor: Martha Galarza
		Admin: Pete Sepulveda Purch: Mike Forbes
		Date Approved 10/24/12
Effective Date: 10/25/12	Commissioners Court Date Approved: 10/25/12	Page No.: 1 of 1

I. PURPOSE

To ensure that all Region I, II, IV -TCPN, VIII, XIV, XV, XVI, XX, -TIPS, Buy Board, DIR, TPC, HGAC, Texas Corrections, GSA Advantage, NJPA, TIBH, U.S. Communities, TCPA, Texas CUC, Tarrant County, Purchasing Solutions Alliance, NIGPA,, and Harris County Dept. of Education are being approved prior to issuing a purchase order over (\$2,000 -Purchasing Manager) , (\$3,000 – Purchasing Agent) to under \$15,000 and Comm. Court approval over \$15,000..

II. POLICY

All requisitions utilizing Inter-local Cooperative Purchasing Agreements for all Building maintenanc, remodeling, repairs and related Services must be approved by a Purchasing Manager (purchases over \$2,000), the Purchasing Agent (purchases over \$3,000), and County Administrator or Deputy County Administrator (\$2,000-\$14,999), and the Commissioners Court (purchases of \$15,000 or more, prior to issuing a purchase order. Required attachments to the agendas will be 1) Inter-local vs Bid form explaining reason for requesting Inter-local instead of Bid, 2) signed Vendor Affidavit –stating that all work shall be done during regular business hours, 8:00 o’clock a.m. – 5:00 p.m., unless specifically permitted otherwise by approving authority, 3) Inter-local agency review and approval for accuracy of items / services on request including verification of current active status of Inter-local agreement 4) three (3) quotes standard and / or interlocal required 5) Insurance will be verified by Legal Dept. prior to issuing P.O..

Non-Annual: Inter-local: purchase \$2,000 and up require three (3) quotes standard and / or interlocals

Annual Inter-locals: require three (3) quotes standard and / or interlocals to be obtained and included as part of attachments to the approving authority and to the agenda for Commissioners Court Annual approval at the time of Approval for purchases of \$15,000 or more.

II. SCOPE

This Procedure applies to all requisitions for building maintenance, remodeling, and repairs that cannot be done in-house by the Cameron County Maintenance Department.

III. RESPONSIBILITY

Maintenance Department Director, County Purchasing Department Director, County Administrator and/or Deputy County Administrator.

IV. GENERAL

all Requisitions to Region I, II, IV -TCPN, VIII, XIV, XV, XVI, XX, -TIPS, Buy Board, DIR, TPC, HGAC, Texas Corrections, GSA Advantage, NJPA, TIBH, U.S. Communities, TCPA, Texas CUC, Tarrant County, Purchasing Solutions Alliance, NIGPA,, and Harris County Dept. of Education - all must be approved by Purchasing Agent or Purchasing Manager before issuing a Purchase Order number.