

## Title: Requisition Approval – Road Materials

Approved by  
Auditor: Martha Galarza  
Admin: Ernesto Hinojosa  
Purch: Mike Forbes  
Date Approved: E.H.-MF-MG:

Effective Date: 5/7/15

Commissioners Court Date Approved:  
5/7/15

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### I. PURPOSE

To ensure that all Road Materials obtain the County Engineers approval prior to implementation

### II. SCOPE

This Procedure applies to all Road Materials.

### III. RESPONSIBILITY

all Purchasing Dept. Staff

### IV. GENERAL

1. All Annual Bids for Road Materials as well as Quotations for non Bid Road Materials must be approved - by the County Engineer - prior to solicitation.
2. All requisitions for Road Materials that fall outside of the Bid & Quotation categories must be approved by the County Engineer (requisition approval signature) before a Purchase Order can be issued.