

TITLE: Requisition Approval		Approved by Auditor:Martha Galarza
		Admin: Pete Sepulveda Purch: Mike Forbes
		Date Approved - M.F: 6/24/09
Effective Date: 10/22/01	Commissioner's Court Date Approved: 6/25/09	Page No: 1 of 1

I. PURPOSE

To ensure that requisitions over \$ 2,000 are being approved prior to issuing a purchase order.

II. SCOPE

this procedure applies to all requisitions

III. RESPONSIBILITY

all Purchasing Dept. staff

IV. GENERAL

All requisitions at \$ 2,000 or above must be approved by Purchasing Manager, \$3,000 or above must be approved by County Purchasing Agent before issuing a Purchase Order number.