



# Polk County, Texas

# Purchasing & Credit Card Policy

effective February 27, 2024

**POLK COUNTY, TEXAS  
PURCHASING AND CREDIT CARD POLICY AND PROCEDURES MANUAL**

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**I. PURPOSE**

The purchasing policy for Polk County has four (4) objectives:

1. To obtain goods and services as economically as possible.
2. To obtain the goods and services that are best suited to the particular needs of County departments.
3. To ensure the timely delivery of goods and services and avoid interruption of governmental operations.
4. To ensure that purchasing procedures conform to State Law, County Policies, and are budget compliant.

**II. APPLICATION**

This policy is intended to provide guidance for all county elected officials and internal offices governed by the Commissioner's Court of Polk County, excluding road & bridge commissioners. It also encompasses any departments for which the County holds fiduciary responsibility.

**III. DEFINITIONS**

**BLANKET REQUISITION** – A simplified method of filing anticipated repetitive needs for supplies or services to be paid for on a monthly basis.

**COMMODITY** – A product distinguished from a service.

**EMERGENCY PURCHASE** – A purchase necessary only to keep buildings and machinery in operating condition when their idleness would result in expense to the County, or for extreme emergency cases involving public health and welfare.

**FIXED ASSETS** – Any asset leased, purchased or owned by the County that has an operating value of \$500 or more.

**FORMAL BID** – Bids for purchases made according to Chapter 262 of the Local Government Code requiring consideration by the Commissioner's Court, advertisement for bids and formal specifications.

**INVOICE** – Itemized list or receipt of merchandise or services provided from a vendor.

**LINE ITEM** – The budget category for a specified class of goods or services, such as Office Supplies or Professional Services.

**REGULAR EMPLOYEE** – A full or part-time employee (not labor pool) that is not an elected official.

**REQUISITION** – A document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services.

**REQUISITION REQUEST** – A request used to indicate the need for goods or services.



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**REQUESTOR** – Elected official, department head or employee that is authorized to make purchases.

**IV. REQUISITION/REQUISITION EXEMPTIONS**

The following types of goods and services will not require a Requisition:

- Fuel
- Contracted Services
- County-Wide Bids
- Court Ordered Vouchers
- Conference Registrations
- Hotel Reservations
- Inmate Medical Expenses
- Legal Notices
- Repair and Maintenance for vehicles, buildings and IT equipment
- Bonds
- Monthly Leases
- Travel Reimbursements
- Utility Bills (to include Telephone)
- Membership Dues
- Subscriptions
- Insurance Premiums

**V. PURCHASING GUIDELINES**

In order to obtain the best price in the most efficient manner, purchases will be divided into the following four (4) categories. Unless an emergency situation exists (described in Section IX), all purchases must be made as follows:

1. \$9,999 or less – Requires a Requisition.
2. \$10,000–\$24,999 – Requires quotations from at least three (3) vendors **or** eligible proposal from a qualified purchasing cooperative member and a Requisition.
3. \$25,000–\$49,999 – Requires quotations from at least three (3) vendors **or** eligible proposal from a qualified purchasing cooperative member, Commissioner’s Court approval and a Requisition.
4. \$50,000 and over – Requires formal sealed competitive bids **or** eligible proposal from a qualified purchasing cooperative member as specified by Chapter 262 of *The Texas Local Government Code*, Commissioner’s Court approval and a Requisition.

The County will contract annually for supplies and materials for which we spend more than \$50,000 per year. These purchases and contracts that have been bid and approved by Commissioner’s Court are exempt from requiring a Requisition. The Purchasing / Procurement Coordinator will maintain copies of all annual bid contracts and make them available upon request.

Purchases of supplies and materials that the County has made through cooperative purchasing agreements are governed by these policies and procedures, except that formal sealed competitive bids as specified by Chapter 262 of the *LGC* do not apply.

**Purchases made on behalf of the County are subject to the following:**

A Requisition will be required prior to any purchase being made regardless of the amount. All vendors have been notified that a Requisition Number or a copy of the Requisition must be presented to indicate the authorization to make the purchase.

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**If a Requisition is not obtained prior to a purchase, the County will assume no responsibility unless other arrangements have been made with the Purchasing / Procurement Coordinator.**

**VI. THE PURCHASE REQUEST**

The purpose of a Requisition is to indicate the needs of the requesting department, to correctly identify the goods or services requested and will serve as the **approval** for the purchase of those goods or services requested in the amount of \$500 or more.

The Requestor should initiate, prepare, and email a Requisition Request to the Purchasing / Procurement Coordinator at [purchasing@co.polk.tx.us](mailto:purchasing@co.polk.tx.us)

The Requisition Request should be received by the Purchasing / Procurement Coordinator far enough in advance of the date the goods and services are required to allow for proper review and preparation of the Requisition.

Provide the vendor name on the Requisition Request email. If the vendor is not on the approved vendor list, the Purchasing / Procurement Coordinator will require a W-9 to be submitted and will verify the vendor is eligible before a Requisition may be prepared.

Item Description should be as detailed as possible to include size, color, type, grade, etc. When necessary, additional information may be stated in the body of the email.

If exact pricing is not available, provide the estimated unit price for each item to be purchased and calculate a grand total based on that estimate.

Indicate the appropriate budget account code for each item. If coding issues arise, the Requestor will be notified of any coding changes prior to the creation of the Requisition.

Please keep in mind that the submission of a Requisition Request will also be considered as the department head's **approval** for the purchase of the goods or services requested.

The Purchasing / Procurement Coordinator will charge the proper budget account code with the purchase. If sufficient funds are not available, the Requisition Request will be returned to the Requestor with possible options.

Requisitions should not be issued for account codes that do not have a positive budget balance. Where funds are not available, a line item transfer may be initiated through the Auditor and must receive Commissioner's Court Approval. The Department Head may be asked to be present at Commissioner's Court to answer any questions regarding the line item transfer. Except in the case of an emergency, the Purchasing / Procurement Coordinator will not issue a Requisition until funds are available in the budget account code to be charged.

The County Purchasing / Procurement Coordinator will propose revisions to the Requisition as to the quantity, quality, or estimated costs. With the approval of the requesting department, such revisions will be made.

A receipt or invoice must be turned in via email to [Purchasing@co.polk.tx.us](mailto:Purchasing@co.polk.tx.us) and cc [auditors.office@co.polk.tx.us](mailto:auditors.office@co.polk.tx.us) with a payment voucher for the items authorized in the Purchase Request as soon as possible. Payment will not be made until such receipt/invoice is received.

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**VII. THE REQUISITION**

A Requisition is the seller's authorization to invoice and ship the goods or services specified. The invoice will be checked against the Requisition by the Purchasing / Procurement Coordinator. All Requisitions will be generated concisely and clearly to avoid any possible misunderstandings.

A Requisition for purchase in the amount of \$500.00 or greater will be issued by the Purchasing / Procurement Coordinator only. A standard computer-generated Requisition will be issued for all non-contracted goods or services upon receipt of request to the Purchase / Procurement Coordinator. Once verified for accuracy, the Requisition will be signed by the County Purchasing / Procurement Coordinator before it is released. The Requisition should then be submitted by the Requestor to the Vendor at the time the order is placed.

**VIII. EMERGENCY PURCHASES**

Emergency Purchases should be limited as much as possible by anticipating needs far enough in advance that regular purchasing procedures, as outlined in the previous sections, may be followed.

The Emergency Purchase is made by the Requestor, with the approval of the department head, and is allowed only to keep buildings and machinery in operating condition when their idleness would result in an expense to the County. An Emergency Purchase may also be made for extreme emergency cases involving public health and welfare.

**Emergency Purchases will be classified in the following two categories:**

1. Emergency Outside Normal Business Hours
  - i. In such instances, the department must take necessary action to obtain the needed goods or services. If, however, the department is aware that the purchase involves an expenditure of \$5,000 or more, a reasonable effort must be made to contact the County Judge or designated representative and notify them that the emergency exists.
  - ii. Emergency Purchases after-hours will be limited to the Road and Bridge Departments, Maintenance Department, Sheriff's Department, Jail, and Emergency Management.
2. Emergency During Business Hours
  - i. The Requestor will initiate an Emergency Purchase by contacting the Purchasing / Procurement Coordinator, notifying them of the nature of the emergency, and requesting a Requisition number. The Requestor will give this Requisition number to the Vendor and secure a sales ticket or receipt for the purchase.

The sales ticket or receipt should be submitted to the Purchasing / Procurement Coordinator not later than the end of the following business day.

Efforts should be made to obtain the best possible price when making an emergency purchase and when possible, purchased from a vendor who has previously supplied the same or similar goods and services.



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**IX. INSPECTING AND RECEIVING**

The receiving department will inspect, check, and count the merchandise received to ensure that it conforms as to quantity, quality and specifications on the Requisition.

Upon receipt of merchandise and after inspection, the Requestor will confirm that all merchandise was properly received by replying to the [purchasing@co.polk.tx.us](mailto:purchasing@co.polk.tx.us) email where the Requisition was received.

If the receiving department does not accept the merchandise because of failure to meet the specifications in the Requisition and an acceptable resolution cannot be reached, they will immediately contact the Purchasing / Procurement Coordinator and state their reasons for withholding acceptance. The Purchasing / Procurement Coordinator will then take immediate action to compel replacement by the Vendor or cancel the order.

Polk County does not pay for invoiced items not received. If a partial shipment is received, the receiving department should attempt to contact the Vendor and receive the merchandise before the invoice can be submitted for payment. If contact with the Vendor is unsuccessful, the receiving department should then contact the Purchasing / Procurement Coordinator for resolution with the Vendor.

**X. FIXED ASSET PURCHASES/DISPOSALS:**

The County will maintain an inventory of all fixed assets in accordance with Generally Accepted Accounting Principles (GAAP), including governmental Accounting Standards Board (GASB) Pronouncement Number 34, and this policy.

The purpose of this policy is to ensure that consistent and proper procedures are followed in the recognition of assets held and/or owned by Polk County. Records of all fixed assets will be maintained in such a manner to sufficiently safeguard these items as public investments and to assure stewardship of all such assets held in public trust.

Fixed assets costs consist of all expenditures necessary to acquire and make the purchase ready for its intended use. The following costs are to be considered as part of the total: purchase amount (before trade-in allowance), shipping and freight, and installation. Tangible items calculated at \$500 or more will be labelled with a County Property tag that includes a sequential number. Each elected official or department head is responsible for ensuring that assets are tracked and secured in a manner that is most likely to prevent theft, loss, damage, and misuse of assets.

Each elected official or department head shall maintain control over property less than a value of \$500 that is considered high risk. High risk items may include but not be limited to weapons, electronics, tools, and computer peripherals.

Lost or stolen property must be reported immediately to the County Auditor's Office. The Auditor's Office will then contact the Purchasing / Procurement Coordinator so adjustments can be made to the assets on record.

Major repairs to machinery or equipment will be added to the original assets cost if such repairs meet the following criteria:

1. The total cost of repairs exceeds twenty percent of the original acquisition cost and is not due to accidental damage; or

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2. The total cost of repairs is \$500 or more, and the repairs result in extending the life of the asset ie. a motor overhaul or a new transmission.

**Change in Elected Official or Department Head:**

When an elected official or department head leaves their County employment, arrangements must be made with the County Auditor to perform an inventory far in advance to ensure that the inventory can be taken before the termination date. The County Auditor will provide to the Commissioner's Court a full report, noting discrepancies between property actually located and property listed on the inventory.

**Donated Property:**

All assets, services, or material received via donation or contribution (with the exception of meals and allowable gifts), regardless of source, must be evaluated and approved by Commissioner's Court. These items shall be reported to the Purchasing / Procurement Coordinator immediately upon receipt to possibly adjust the assets on record.

Proper recording of these assets is essential as some contributed assets, such as those received from the Federal Government, must be tracked at several levels and improper disposition of these assets could have penalties or a negative impact upon the County's ability to participate in a program.

**Disposal of salvage or surplus property (LGC 263.151 subchapter D):**

The Commissioner's Court of Polk County must approve all disposals of fixed assets prior to disposal. After approval, a complete fixed assets disposal form should be submitted to the Purchasing / Procurement Coordinator. A copy of this form may be obtained from the Purchasing / Procurement Office.

**Methods that assets may be disposed of:**

1. **Authorized**
  - a. Auctions – The sale of surplus or obsolete assets that have been inspected by other departments for possible use.
  - b. Recycled or Trashed – Recycling the asset or disposing of an asset in the garbage.
2. **Unauthorized**
  - a. Theft – An asset that has been removed from a location without permission.

When possible, prior to disposing of the assets, decals and other identifiers that identify the asset as part of Polk County must be removed. Once the asset is disposed of, it will be removed from the County's Fixed Assets System and in turn removed from the corresponding department's inventory.

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**CREDIT CARD POLICY**

**XI. PURPOSE**

The Credit Card policy for Polk County is established to define the limits of use of County issued credit cards provided to certain personnel to make purchases of goods and/or services.

**XII. PROCEDURE**

The county issued credit card is available to provide immediate access to goods and/or services in a work stoppage situation, travel related expenses or approved online purchases, and should only be used when a vendor will not accept a Requisition. Cardholders may initiate a transaction within the limits of this policy and procedure and receive goods and/or services.

**XIII. RECEIVING A CREDIT CARD**

Each elected official and department head may turn in a list of employees authorized to check out and use County issued Credit Cards for their department to the Purchasing / Procurement Coordinator. It is the responsibility of the elected official or department head to maintain the list as needed.

Employees requesting a credit card must submit a Request via email to the Purchasing / Procurement Coordinator. The requesting employee must be on the approved list by the appropriate elected official / department head responsible for the department in which the employee works or have written authorization from the elected official / department head.

A Polk County Credit Card Agreement must be signed by each card user prior to being issued a County Credit Card. The agreement (appendix A) indicates that the Cardholder understands the policy and procedures and the responsibilities of the Cardholder.

The County Purchasing / Procurement Coordinator has the authority to terminate or suspend an employee's ability to check out a County Credit Card due to misuse as stated in this policy to protect the County's interests.

For travel/training purchases County Credit Cards may only be checked out by regular employees and requests shall be given to the Purchasing / Procurement Coordinator at least one week in advance.

**XIV. AUTHORIZED CREDIT CARD USE**

The County issued credit card shall remain in the authorized requesting user's possession and shall only be used by the Cardholder that requested it. **NO OTHER PERSON IS AUTHORIZED TO USE THE CARD.** The Cardholder may make transactions on behalf of their department with the written approval of a supervisor authorized to approve such purchases. The written approval for purchase of items not initially included on the email Request on behalf of the department must accompany the documentation for the purchase. The Cardholder is responsible for all use of the County Credit Card while in their possession. Use of County Credit Cards is limited to the following conditions:

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- The purchase shall not circumvent any procurement policy or other policies adopted or approved by Commissioner's Court
- When deemed an efficient procurement method and is in the best interest of Polk County.

**XV. UNAUTHORIZED CREDIT CARD USE**

A Cardholder who makes unauthorized purchases or carelessly or fraudulently uses a Polk County issued Credit Card may be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the Bank or other associated costs in connection with the misuse. The Cardholder will also be subject to disciplinary action up to and including termination. The County Issued Credit Card SHALL NOT BE USED for the following:

- Circumventing Commissioner's Court approved contracts or items/services.
- To split purchases or make sequential purchases to avoid exceeding the maximum for a single transaction or purchasing threshold.
- To pay vendors that have an account set up with the county for monthly payments.  
(Example: Lowes, Century II Printing, Tractor Supply, Boot Barn, Burris Farm & Home, Galls, Motorola, Southern Computer)
- To avoid competitive bidding requirements
- Purchase of Items/Services that are on a currently solicited contract.
- Purchase of a fixed asset without appropriate Purchasing Office and Commissioners Court Approval
- Purchase of technology devices and long-term commitments for services without appropriate Information Technology and/or Commissioners Court Approval.
- Purchase of tires
- Purchases for personal, family members, or friends use.
- Entertainment Expense
- Cash Advances
- Telephone Calls
- Alcoholic beverages
- Tips
- Subscriptions
- Dues
- Conference/Training Fees
- Unauthorized purchases
- Coffee and any coffee-related supplies (creamer, sugar, cups, etc.) that are not for the general public's use.
- Office Décor, Party supplies (including food, candy, decorations, party favors, etc.), and kitchen supplies for employees that are not already provided by maintenance for employees' use (including plates, cups, cutlery, etc.)
- Any additional products/services restricted by County policy or state statutes.



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**XVI. MAKING A PURCHASE**

- County issued credit card purchases for services do not require a purchase requisition/order process.
- County issued credit card purchases for goods do require a purchase requisition/order process.
- It is policy to seek competition, when possible, utilize existing contracts, and seek the lowest prices within the parameters of quality and delivery.
- All purchases must adhere to the guidelines established in the Purchasing Policy adopted by the Commissioner's Court.
- Confirm that the good or service is available, meets the specifications and delivery requirements, and agrees to accept the County issued credit card.
- All products purchased with a County issued credit card shall be sent to the Cardholder/Department ordering the merchandise, as this will ensure that the documents necessary for record keeping are readily available.

**XVII. SALES TAX**

Cardholders are responsible for ensuring the Vendor does not include sales tax in the transaction. If sales tax is included, the Cardholder will be responsible for ensuring the Vendor is given the Polk County Tax Exemption Certificate and that the Vendor does not charge sales tax.

- Polk County Tax Exempt Identification Number is 74-6001621
- Cardholder will be provided a copy of Polk County's tax exemption certificate upon request to the Procurement/Purchasing Coordinator.

**XVIII. CARDHOLDER RECORD KEEPING**

Whenever a County issued credit card purchase is made, documentation shall be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the Cardholder's request form and the Credit Card Statement.

- When the purchase is made over the counter, the Cardholder shall retain the original invoice/itemized receipt. The Cardholder is responsible for making sure the Vendor lists the quantity and fully describes the item(s) on the invoice/receipt.
- A copy of the invoice or itemized receipt is due to the Procurement / Purchasing Coordinator along with the return of the County issued credit card within 2 business days of use or, if traveling, upon return to the office.
- When making a purchase online, the Cardholder shall document the transaction by printing an itemized receipt and retain all shipping documentation.
- Support documentation includes: receipts, shipping documents, packing slips, invoices, and cash register receipt tape.
- After the Cardholder has completed a transaction and signed the invoice/receipt and attached all supporting documentation to their department head, the information must be turned in to the Purchasing / Procurement Coordinator within 2 business days. Submit via email to [Purchasing@co.polk.tx.us](mailto:Purchasing@co.polk.tx.us) and cc [office.auditor@co.polk.tx.us](mailto:office.auditor@co.polk.tx.us).
- If a Cardholder makes a purchase and does not have documentation of the transaction, he/she must attach a signed explanation that includes a description of the item purchased, quantity, date of purchase, Vendor's name and reason for lack of supporting documentation with department head/elected officials' approval. Lack of documentation may be grounds



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for that employee to lose access to use of County issued Credit Cards and possible disciplinary action.

**XIX. RETURN OF MERCHANDISE**

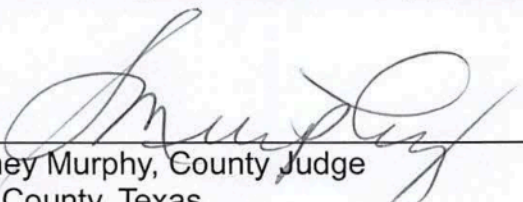
If an item is not satisfactory, received wrong, damaged and/or defective or is a duplicate order, the Cardholder is responsible for contacting the Vendor to have the issue resolved. Items should be returned properly to the Vendor by whichever means the Vendor requires. The Cardholder must notify the Purchasing / Procurement Coordinator in writing of the return and shall attach a signed explanation that includes a description of the item(s) purchased, date of purchase, and Vendor's name. **CASH REFUNDS MUST BE TAKEN TO THE TREASURER'S OFFICE IMMEDIATELY (OR FIRST THING THE NEXT BUSINESS DAY IF IT IS AFTER 3:00.)**

**XX. CARD SECURITY**

It is the Cardholder's responsibility to safeguard the County issued Credit Card and Credit Card number.

- The Cardholder must not allow any other person to use the card checked out to them. A violation of this trust will result in that Cardholder having the right to obtain a county issued Credit Card being suspended as well as face disciplinary action.
- If the card is lost or stolen, the Cardholder shall immediately notify the Purchasing / Procurement Coordinator and their department head.

**Adopted by the Polk County Commissioners Court**  
**in a Regular Session duly posted and held on February 27, 2024.**

  
\_\_\_\_\_  
Sydney Murphy, County Judge  
Polk County, Texas

ATTEST:  
  
\_\_\_\_\_  
Schelana Hock, County Clerk

**Appendix A County Issued Credit Card Agreement**

**POLK COUNTY CREDIT CARD USE AGREEMENT**

I, \_\_\_\_\_, request the use of a County Issued Credit Card in the name of Polk County. I understand that Polk County agrees to temporarily provide this card to me under the following conditions:

\_\_\_\_\_ I agree to abide by any and all credit card and travel policies, procedures, statutes, and legislation, present or future, while using this card.

\_\_\_\_\_ I agree that the use of the County Issued Credit Card is not for personal use and that misuse of the card may result in termination of my ability to use County Issued Credit Cards and other disciplinary action.

\_\_\_\_\_ I agree fuel for personal vehicles and employee meals may not be charged to a County Issued Credit Card and that mileage for personal vehicles and employee meals shall be reimbursed on a travel expense form, with detailed receipts and supporting documentation.

\_\_\_\_\_ I agree each charge to the County Issued Credit Card must be properly documented with a detailed receipt and supporting documentation.

\_\_\_\_\_ I agree no sales tax shall be charged on any County Issued Credit Cards.

\_\_\_\_\_ I agree all purchases of supplies or services are to be documented with a detailed receipt and/or documentation supporting each charge and signed for approval for payment.

\_\_\_\_\_ I agree that a travel expense form with original receipts attached and detailed documentation describing the purpose of the travel must be provided for travel related charges.

\_\_\_\_\_ I agree that the County Issued Credit Card is a form of payment and in no way shall circumvent the procurement process.

\_\_\_\_\_ I agree that with the exceptions of special circumstances, the credit card, all invoices, proper documentation, and authorization for payment shall be submitted to the Purchasing office no later than two (2) business days after the approved use of the card. Failure to comply shall result in card privileges being suspended.

\_\_\_\_\_ I agree any County Issued Credit Card shall be surrendered immediately upon separation of employment.

\_\_\_\_\_ I agree the Cardholder shall be responsible for personal payment of invoices and charges due to lost receipts or receipts not received. The Cardholder shall reimburse the County through the Treasurer's Office immediately.

I hereby acknowledge acceptance and agree to abide by the above stated guidelines, and agree to be bound by all requirements, county policies, and state regulations as set forth in the above referenced agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchasing/Procurement Coordinator

\_\_\_\_\_  
Date