

Fannin County

Purchasing Procedures

How to purchase equipment, materials, supplies and services:

1. If purchase is under \$50,000
 - a. Go to Incode requisition web page <https://incode.tylerhost.net/fannincountytx/apps/dashboard/login>
 - b. Provide purchasing agent with proof of receipt within 5 days to allow payment
2. If purchase is \$50,000 or over (one purchase or cumulative, multiple purchases of same item within a budget year)
 - a. In writing, submit request to the purchasing agent with specific details for purchase
 - b. Obtain approval and purchase order from purchasing agent
 - c. Provide purchasing agent with proof of receipt within 5 days to allow payment
3. If purchase is with a County Credit Card
 - a. Comply with Purchasing Manual procurement card policies and procedures
 - b. Provide receipts to auditors office within 5 days of purchase