



Madeline Parker <mjparker@burnetcountytexas.org>

Fwd: REMINDER: Get a PO before you go

1 message

Bryan Wilson <bwilson@burnetcountytexas.org>
To: Madeline Parker <mjparker@burnetcountytexas.org>

Thu, Jun 19, 2025 at 4:53 PM

For the Commissioners Court agenda

BW

[Bryan Wilson](#)**Burnet County Judge****220 S. Pierce****Burnet, TX 78611****512-756-5400**

----- Forwarded message -----

From: **Cindy Dalrymple** <cdalrymple@burnetcountytexas.org>

Date: Wed, Jun 18, 2025 at 3:14 PM

Subject: REMINDER: Get a PO before you go

To: Department Heads <deptheads@burnetcountytexas.org>

Good afternoon, following is a reminder from the Auditor regarding purchase orders. We have had an increase in the number of invoices coming to our office for processing without a PO number. Thanks, Cindy

This is a reminder that NO purchases are to be made without an approved Purchase Order (PO) in place prior to the transaction. This policy is not optional -- it is a requirement. Any purchase made without a PO violates county purchasing procedures and exposes the county to financial and legal risk.

Moving forward, ANY purchases made without a PO will be sent to the Commissioner's Court. The Commissioner's court will have to ratify each Invoice and agree or disagree to pay it. If the Court doesn't agree to pay the invoice, the responsibility for the cost will fall on the individual who authorized or made the purchase outside the proper process.

Please ensure you are following the correct procurement steps: 1. Submit a requisition and obtain approval. 2. Wait for the PO to be issued. 3. Then -- and only then -- proceed with the purchase. If you have any questions about the procedure or need assistance, please contact the purchasing department BEFORE taking action. Thank you for your immediate attention and compliance.

Thank you,
Kelley Glaeser
Interim County Auditor
Burnet County
KGlaeser@burnetcountytexas.org
512-756-5495



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Cindy Dalrymple
1st Assistant Auditor
Burnet County
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