

**HIDALGO COUNTY, TEXAS**  
**ADMINISTRATIVE POLICY MANUAL**

Procedure: PPP.1  
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08/08/1995

8.01.04 When a purchase is made under this procedure without proper budget authority, the cost of the purchase shall be the personal responsibility of the highest –level person ordering/approving such purchase within the requesting department.

8.01.05 The Purchasing Department shall periodically review purchases made under this procedure for repetitive; component or sequential purchases are being made in violation of the competitive bidding laws and these Policies.

**8.02. Purchases Not Exceeding \$5,000.00**

8.02.01 An authorized person shall complete a Form HCPD-01/**Electronic Requisition: (Note: Purchasing Department encourages, recommends and suggest the “better business practice” of soliciting pricing to achieve a “best value” results:**

8.02.02 The Requisition is processed in the normal manner and submitted to Purchasing.

8.02.03 Purchasing verifies the Requisition, approves same, and after approval of the County Judge, issues a PO to the most responsible vendor, as determined by the Purchasing Agent. If the approved quotation is not the lowest quotation, the reason must be stated in writing on the Requisition.

8.02.04 If the requisition is disapproved for any reason, the Requisition is returned to the user with a written reason for the disapproval.

8.02.05 The Purchasing Agent shall establish policies requiring the random verification or telephone or written quotations before authorizing a purchase.

**8.03. Purchases Between \$3,000.01 and \$50,000.00 (Revision to the \$25,000.00 Statutory Bidding Limited was enacted to \$50,000.00 pursuant to the State of Texas' 81<sup>st</sup> Legislature-Regular Session, HB 987 (SB 624 identical), Texas Local Government Codes 262 (various clauses), 271 (various clauses), effective June 22, 2009.**