

Zimbra

darlene.betancourt@co.hidalgo.tx.us

**Re: Initialing of Electronic Purchase Orders w/eletronic signature**

**From :** Victor Garza <victor.garza@da.co.hidalgo.tx.us>

Thu, Apr 20, 2017 10:20 AM

**Subject :** Re: Initialing of Electronic Purchase Orders w/eletronic signature

**To :** Martha Salazar <martha.salazar@co.hidalgo.tx.us>, Dina Trevino <dina.trevino@co.hidalgo.tx.us>, Darlene H. Betancourt <darlene.betancourt@co.hidalgo.tx.us>, Elena Gomez <elena.gomez@co.hidalgo.tx.us>

**Cc :** Josephine Ramirez <josephine.ramirez@da.co.hidalgo.tx.us>

Ms. Salazar,

Thank you for your inquiry. Our office has reviewed relevant statues in the Texas Local Government Code related to the duties of a county purchasing agent, as well as the information provided to us from the Texas Business and Commerce Code. Most notably, LGC 113.901 which permits a county to establish an electronic requisition system.

Additionally, I reviewed the current County of Hidalgo Purchasing Policies and Procedures. At this time, we could not find any statutory authority that would require a physical signature or initial for a PO with an electronic signature.

So long as the county has established an electronic requisition system, the electronic signature would be sufficient under LGC 113.901(a) for the County Auditor to approve a requisition, and subsequent PO, ordering supplies or materials for the use of the County.

As an aside,it would be prudent to review any other criteria or requirements imposed by the Auditor's Office as it relates to requisitions and PO(s).

Thank you for your time and consideration,

Respectfully,

**Victor M. Garza**  
*Assistant District Attorney*  
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On Wed, Apr 5, 2017 at 5:16 PM, Martha Salazar <[martha.salazar@co.hidalgo.tx.us](mailto:martha.salazar@co.hidalgo.tx.us)> wrote:

Counselors:

Our current protocol for the processing of Purchase Orders includes a printed document with my electronic signature. In addition I actually initial each PO. We are attempting to go paperless. My question: Is there any statutory obligation to require that a PO w/electronic signature require a physical signature or initial. I just want to make sure before to commence the new process.

Thanks,  
Marty S.

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