

HIDALGO COUNTY, TEXAS
ADMINISTRATIVE POLICY MANUAL

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EXITING ELECTED OFFICIAL EXPENDITURE POLICY

PURPOSE AND OBJECTIVES

- 1.1 Local Government Code Section 130.908 requires Commissioners Court to approve any expenditure of an elected county or precinct officer who was not renominated or reelected that is over an amount set by the Commissioners Court. The purpose of this policy is to establish expenditure limits that require Commissioners Court approval.

DEFINITIONS

- 2.1 **Expenditure:** For the purposes of this policy, expenditure is 1) a single transaction or multiple transactions to any one vendor, or 2) the combination of multiple purchases for a single project or piece of equipment.
- 2.2 **Travel Expenditure:** For the purposes of this policy, travel expenditure is the combined costs of a single business or training trip including, but not limited to, registration, hotel, transportation and meals.

POLICY

- 3.1 When a Hidalgo County elected official is not renominated or reelected, during the time following the date of the announcement of the results of the official canvass of the primary or election returns, , while that elected official remains in office, the Commissioners Court must approve all expenditures under the control of the elected official that exceed:
- 1) \$25,000.00 if budgeted in the maintenance and operating category or the capital category for a County Commissioner or the County Judge,
 - 2) \$1,500.00 if budgeted in the maintenance and operating category or the capital category for an office not included in item 1 above, unless the expenditure is for utilities or travel (see item 3 & 4 below),
 - 3) \$5,000.00 if the expenditure is for utilities (i.e., water, electricity, phone (landline only), gas and sewage),
 - 4) \$500.00 if the expenditure is for travel, where the elected official is doing the traveling. Commissioners Court approval is not required for travel expenditures for the staff of the elected official.
- 3.2 The approval by Commissioners Court must take place before a purchase order is issued, a travel encumbrance is approved, or the County is obligated to pay the expenditure; this includes procurement card transactions. The elected official may be held personally liable for expenditures that occur in violation of this policy.