



Williamson County Purchasing Department  
901 South Austin Avenue  
Georgetown, Texas 78626  
(512) 943-3553  
[www.wilco.org/purchasing](http://www.wilco.org/purchasing)  
[purchase@wilco.org](mailto:purchase@wilco.org)

## **Delegation of authorization to Purchasing Agent by the Commissioners Court for the disposal or transfer of certain assets**

In order to reduce the amount or number of future purchases, Texas Local Government Code subsection 262.011 (j) requires the County Purchasing Agent, with the approval of Commissioners Court, to transfer county supplies, materials and equipment from a subdivision, department, officer or employee of the county that are not needed or used by another subdivision, department, officer or employee requiring the supplies or materials or use of the equipment. The County Purchasing Agent shall furnish to the County Auditor a list of the transferred supplies, materials and equipment.

Items are transferred between departments and subdivisions numerous times during the year and this agenda item will authorize the Purchasing Agent to transfer or dispose of the following items without having to return them to Commissioners Court for approval.

- Personal property (not real property)
- Items damaged beyond reasonable repair or which would be a hazard to the public if sold in an auction
- Items which will be sold through auction or destroyed
  - Disposable items (i.e. furniture, supplies)
  - Items of low value which would not generate any revenue if sold in auction
- Trade-Ins (items traded in as a discount for a new asset or an asset which malfunctioned and was replaced by the manufacturer with the same item)

The Purchasing Agent must provide a list of the disposed and transferred items to the County Auditor during the annual report pursuant to Texas Local Government Code subsection 262.011 (j).

The following items are **not** included in the delegated authority given to the Purchasing Agent and will continue to be sent through Commissioners Court for approval:

- Large or Capital Assets which may have a budgetary impact on the receiving department
- Real Property
- Vehicles
- Computers, laptops, tablets or other technology related items
- Large quantity of items (i.e. large number of furniture of the same kind, furniture collection of an entire office or building etc...)
- Donations
- Lost or stolen items
- Items requested by Commissioners Court

This delegation of authority does not include abandoned property such as evidence or items from law enforcement investigations or legal cases which will be disposed of through a separate process administered by the Sheriff's Office. All items will be separately recorded according to their funding (i.e. General Fund items, Road and Bridge Fund items) to avoid comingling of budgeted funds.

Additionally the Purchasing Agent will provide a monthly report to the Commissioners Court with a summary of the transactions which will be placed on the consent agenda.