



Williamson County Purchasing Department
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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 prior to disposition. Items and disposition action will be documented and presented to Commissioners Court on a monthly report after disposition for review.

- 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. computers, technology related items, furniture, supplies);
 - Items of low value which would not generate any revenue if sold in auction.
- Items transferred between County departments;
- 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 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 prior to disposition:

- Large or Capital Assets (including vehicles and equipment) which may have a budgetary impact;
- Real Property;
- 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.