

Section in Budget Order			
V. PURCHASING – GENERAL PROCEDURES			
Bullet #	FY19 Version	FY20 Proposed Version	Notes
1	<p>The purpose of this section is to facilitate the judicious expenditure of county dollars. This policy will provide consistent procedures for the acquisition of materials, supplies, and services required by Williamson County. The responsibility to adhere to all Purchasing policies rests with the employee, supervisor, department head, or elected officials who certifies conformance to them. Any questions related to conformance should be directed to the Purchasing Department prior to making a purchase.</p>	<p>Williamson County Purchasing and Procurement Card (P-Card) policies are intended to provide consistent procedures for the acquisition of materials, supplies, and services required by Williamson County. The responsibility to adhere to all Purchasing and P-Card policies rests with the employee, supervisor, department head, or elected officials who certifies conformance to them.</p>	<p>First sentence was eliminated (narrative). Final sentence was eliminated (also stated in revised Item 4 – redundant).</p>
2	<p>County purchasing policies must be strictly adhered to for all purchases and can be located on the SharePoint Purchasing Portal at: https://wilco365.sharepoint.com/purchasingportal.</p> <ul style="list-style-type: none"> •County Purchase Requisitions and Purchase Orders must be submitted electronically. All Department Heads/County Officials shall ensure Purchase Requisitions are not created and approved in Oracle by the same individual. There must be a separation between Requisition originators and Requisition approvers. This is to ensure proper segregation of duties to prevent error and fraud. •All purchases for materials, supplies and services require Purchasing approval prior to placing the order. The preferred approval method is issuance of a Purchase Order but Procurement Cards (P-cards) may be used for specific situations. oPurchases \$5,000 or greater require approval of the County Judge. •Requests for a Purchase Order after the order is placed will not be processed except for the following items: <ul style="list-style-type: none"> oRepair services (i.e. equipment repairs, vehicle repairs etc., includes purchase and/or replacement of any parts). Purchase Requisition must be entered as soon as possible after the purchase was made. oGoods and Services purchased during an emergency (i.e. public calamity). Requisition must be entered as soon as possible, after the purchase was made and the purchase must be exempted during the next possible Commissioners Court meeting •Purchases for supplies and materials for which a Purchase Order was not issued prior to the purchase must be approved by the County Judge. Please complete the County Judge Approval Form located on the Auditor’s Portal for these purchases. 	<p>The Williamson County Purchasing Manual as well as other more detailed information directing specific purchasing procedures and processes can be located on the SharePoint Purchasing Portal at: https://wilco365.sharepoint.com/purchasingportal.</p> <p>This site provides county departments access to:</p> <ul style="list-style-type: none"> a. Policies, Procedures and Manuals b. Training Materials c. Forms d. Guides and other tools to assist in the purchasing process 	<p>Language was reduced (by request) to direct users to Purchasing portal page which houses both Purchasing and P-Card policies and procedures. All language in FY19 Budget Order for this section is taken from those policies (redundant).</p>

3	<p>3. Procurement Cards (P-cards) may be utilized as an alternate purchasing method to Purchase Orders for small dollar purchases, registration fees, business travel and training.</p> <ul style="list-style-type: none"> • P-card holders must adhere to the Williamson County Procurement Policy located in the Procurement Card Manual at the SharePoint Purchasing Portal at https://wilco365.sharepoint.com/purchasingportal. • Personal charges on the procurement card are strictly prohibited. • Cardholder and department head/elected official are responsible for verification of available budget funds before the purchase is made. • Purchases must adhere to all competitive procurement requirements and may not be split or segmented to avoid such requirements or credit limits. • Purchases \$5,000 or greater require approval of the County Judge. • The procurement card monthly Expense Report and all receipts must be submitted to Accounts Payable within 5 business days of the statement close date. • The County Auditor's Office will audit Expense Reports monthly. Cardholder infractions will be addressed and may result in disciplinary action as recommended by County Auditor's Office. <p>☐ Level 1: Written documentation for file from cardholder and department head/elected official; may include cardholder retraining and/or reduction of credit limits.</p> <p>☐ Level 2: Written documentation for file from cardholder and department head/elected official; cardholder account suspended for 90 days.</p> <p>☐ Level 3: Account closed permanently; may include termination of employment based on severity of violation.</p> <ul style="list-style-type: none"> • Repeated infractions may result in level escalation and management reserves the right to consider theft, fraud or intentional policy violations as a Level 3 infraction. 	<p>The County Auditor's Office will audit Expense Reports monthly. Cardholder infractions will be addressed and may result in disciplinary action as recommended by County Auditor's Office. Actions may include:</p> <ol style="list-style-type: none"> a. Retraining b. Reduction of credit limits c. Suspension of account <p>Theft, fraud or intentional policy violations may result in permanent closure of account or termination of employment, based on severity of violation.</p>	<p>Language was reduced (by Auditor's Office request).</p> <p>Disciplinary actions were revised from Levels 1/2/3 to more general language that allows Auditor's Office discretion. All language relative to do's/don'ts is contained in P-Card policy as referenced in Item 2.</p>
4	<p>Information for conducting purchases on behalf of Williamson County can be located on the intranet Purchasing Portal located at: https://wilco365.sharepoint.com/purchasingportal. This site provides county departments access to:</p> <ol style="list-style-type: none"> a. Policies, Procedures and Manuals b. Training Materials c. Forms d. Guides and other tools to assist in the purchasing process 	<p>4. Any questions related to compliance with intent of county Purchasing Policies should be directed to the Purchasing Department prior to making a purchase.</p> <p>http://www.wilco.org/CountyDepartments/Purchasing</p>	<p>Language incorporated in revised Item 2.</p>
5	<p>5. Any questions related to compliance with intent of county Purchasing Policies should be directed to the Purchasing Department prior to making a purchase.</p> <p>http://www.wilco.org/CountyDepartments/Purchasing</p>	<p>No change</p>	<p>No change</p>