

## PURCHASING REQUISITION, PURCHASE ORDER, QUOTATION PROCESS

### A. PURCHASING PROCEDURES

1. Capital Purchases – If the requisition is for purchases of a capital item, one of the following alternative procedures should be followed:
  - (a) If an unbudgeted capital expenditure, purchases not authorized in the department's current budget must be authorized through a budget amendment by Commissioners' Court.
  - (b) If the capital expenditure is budgeted, and item is \$15,000 or more, it must be competitively bid or if over \$15,000 but under \$25,000 three (3) written Quotations submitted to Commissioner Court for approval.
  - (c) If a budgeted capital expenditure of less than \$15,000, the item may be acquired through purchasing bids or if not on active bid, through the quote process.

Determine whether the County is required to make the purchases by competitive bidding. Generally, competitive bidding is required on any purchase likely to equal or exceed \$15,000 or if over \$15,000 but under \$25,000 three (3) written Quotations submitted to Commissioner Court for approval. Unless a bid contract for the goods or services already exist, the items required to be purchased through competitive bidding will be purchased. Questions regarding the necessity of competitive bidding should be answered by the Purchasing Department.

2. Requisition – After completing a requisition and obtaining a purchase order from the Purchasing Department, the requesting department should forward the requisition and remaining copies to the Purchasing Department and retain a copy for its files.
3. Preparation of Purchase Order – Purchasing will enter the requisition into the computer system for preparation of a purchase order edit listing. If funds are unavailable, the Purchasing Department will not issue the purchase order to the department. Prior to processing requisitions for items costing over \$500 but less than \$15,000, departments will obtain competitive quotes from vendors and select the best quote for use in preparing the requisition. Written quotes shall be received (by fax or hand delivered to the Purchasing Dept. ) for items costing over \$500 but less than \$15,000,. Purchasing will prepare purchase orders. The department concerned will be notified of any coding changes by the Purchasing Department.
4. Payment Only Purchase Orders – for items requiring payment prior to delivery, e.q., subscriptions or conference registration, Purchasing may note receipt on the purchase order. The receiving department shall make note of the receipt number and forward the purchase order with necessary documentation to the Accounts Payable Section of the Auditor's Office for payment.
5. Placing Order – For purchases requiring delivery of items, Purchasing will send the original copy of the purchase order to the vendor.
6. Receiving
  - (a) Items Delivered to the Department
    - (i) Upon receipt of delivery, department receiving will match the delivery with its purchase order and determine whether the order is complete. If the order is incomplete, the procedure described under Sub-section 7 will be followed.
    - (ii) The department will inspect the order and, if it is acceptable, note receipt on the Accounts Payable copies of the invoice.
    - (iii) Receiving department will verify receipt of the order, and then forward the Accounts Payable copies of the invoice to Accounts Payable for payment.
    - (iv) Accounts Payable will certify the receiving copies and process for payment.

7. Receipt of Partial Orders
  - (a) Upon receipt of a partial shipment, or notification of such, by a department receiving an order, department will determine whether the order completes a previously incomplete purchase order.
  - (b) If the partial order does not complete a purchase order, the department will “O.K.” the invoice “as is”.
  - (c) If the partial order is approved by the department, it shall acknowledge receipt on invoice and return it to Accounts Payable.
  - (d) Department receiving, upon receipt of the acknowledged partial shipment, will “O.K.” receipt of the items to the invoice and forward all copies to Accounts Payable for payment.
  - (e) Upon receipt of a partial order which completes a previously incomplete order, the department will return its copy of the invoice to the Accounts Payable Section.
8. Unacceptable Deliveries – If a shipment is determined to be unacceptable by the department, the shipment (or the portion of it determined to be unacceptable) should be returned by the department to the vendor, and Accounts Payable should be notified of the action.
9. Telephone Authorized Purchase order
  - (a) The Purchasing Department will authorize a purchase by telephone and prepare a purchase order. A purchase order number will be assigned immediately over the telephone for an employee to use for immediate pick up of the merchandise.
  - (b) The purchase order number will be given to the authorized employee over the telephone by the Purchasing Department.
  - (c) The original copy of the purchase order will be forward to the vendor by the Purchasing Department to confirm the order.
  - (d) Other copies of the purchase order will be distributed by the Purchasing Department in the manner described previously.

## B. REQUISITIONS

### 1. Necessity of Requisition

A requisition is required for all purchases (Art. 166l, V.T.C.S.). The purpose is twofold: (1) to inform the Purchasing Department of the needs of the requesting department; and, (2) to identify correctly and clearly the material requested. Requisitions must be prepared well in advance to Enable the department requesting to solicit a vendor and to allow for delivery by the vendor.

### 2. Preparation of Requisition

Use a separate requisition for each department. The department head, or authorized person within the requesting department will prepare and sign the requisition. Each department head must furnish a list of authorized personnel to the Purchasing Department and Auditor.

A requisition must contain the following information for proper processing (see Exhibit A to this Manual):

- (a) DEPARTMENT and DATE: Give the name of the department, date the requisition is signed, and the date on which the item is needed. Do not use terms such as “rush”, “now”, “as soon as possible”, “immediately”, etc., Give the specific date.

- (b) **VENDOR:** (1) If the item is to be acquired under an existing bid contract, the vendor awarded the contract must be identified. (2) If the item is not under a bid contract, vendor designation is advisory. When possible, refer to the vendor whose products will be ordered from.
- (c) **QUANTITY REQUIRED:** State the number required. In addition to the number, where needed, also provide the unit measure such as “dozen”, gallon”, etc.. Use the abbreviations from Appendix B for unit measures for clarification as needed.
- (d) **DESCRIPTION AND SPECIFICATIONS:** Describe the item needed clearly. Provide size, color, type, grade, etc.. Departments must also provide detailed and technical specifications when needed. When necessary, write descriptive information on a separate sheet, and attach the sheet to the requisition.
- (e) **COST:** (1) If the item is covered by a bid contract, insert the contract price on a per unit basis. (2) If not subject to an existing contract, provide a price.
- (f) **DELIVER TO:** Designate the place to which the supplies are to be delivered. If the delivery is to central county offices, courthouse, or jail, the point of delivery should be clearly identified
- (g) **FUND/DEPARTMENT NUMBER and BUDGET LINE ITEM:** Identify, according to County budget classifications, the fund/department number from the department making the purchase. Designate, according to County budget classifications, the department’s budget line item against which the purchase should be charge. (see Exhibit C to this manual).
- (h) **REQUISITIONED BY:** Give the name and telephone number (including the extension) of the person to be contacted if additional information is needed. If no name is listed here, the department head or authorized person who signed the requisition will be contacted.
- (i) **CERTIFICATION:** The department head or authorized person must sign and date the requisition.

3. Processing Requisition

Processing of the requisition depends upon the manner in which the requisitioned items will be obtained.

- (1) Items to be ordered by the departments with vendors be acquired through the Purchasing Department via purchase orders obtain items from vendors, the department completes a requisition and delivers it to Purchasing, while retaining the department copy. A purchase order will be issued to the department requesting and that department will call the vendor with the order and purchase order number.
- (2) In the case of special purchases, described in Section E, specific directions for processing requisitions govern the foregoing general guidelines.
- (3) In the case of quotations or bids required prior to completing requisitions and issuing purchase order, this will be discussed in the section specific to quotations.

**EXH. A: REQUISITION FORM**

**REQUISITION FOR SUPPLIES  
OUTSIDE REQUISITION**

Brownsville, Texas \_\_\_\_\_ 20 \_\_\_\_\_

Please furnish for use of CAMERON COUNTY the following,

to be used by \_\_\_\_\_ Tax Department \_\_\_\_\_  
 DEPARTMENT  
 100-4990-6096 \_\_\_\_\_

QTY	DESCRIPTION	UNIT PRICE	TOTAL	
1	Fax Machine – Canon Model – XG41		379	50

Approved for Amount \_\_\_\_\_ Requisitioned by \_\_\_\_\_  
 \_\_\_\_\_ Approved \_\_\_\_\_  
 County Auditor County Judge

VENDOR \_\_\_\_\_ Copier Sales & Services \_\_\_\_\_ P.O. No. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## C. QUOTATIONS

### 1. Necessity of Quotations

- (a) At least three (3) quotations are required for all purchases on a requisition with a total of \$500 to \$14,999 or if over \$15,000 but under \$25,000 three (3) Written Quotations submitted to Commissioner Court for approval. This purpose is to ensure that an effort is being made to obtain competitive pricing on items to be purchased. Quotations must be prepared in advance and attached with the requisition then submitted to the Purchasing Department for a Purchase Order number.

### 2. Preparation of Quotation

Each of the three (3) quotation sheets must be separate and independent from each other and have a vendor's letterhead quote attached. Three (3) types of quotations (a) Written quotations via E-mail, fax, mail, or hand delivered (b) Electronic based quotations via Internet (c) Annual Quotations.

- (a) Written Quotations – used from \$500.00 to \$14,999 or if over \$15,000 but under \$25,000 three (3) Written Quotations submitted to Commissioner Court for approval. Quotations must be prepared and signed by the vendor's employee who is authorized by the vendor's management to complete and sign all quotes. These quote sheets will be same as the telephone quotations, except the vendor's employee must sign the quotation sheet and return it to the Purchasing Department by Fax to (956) 550-7219, e-mailed, mailed or hand delivered to – address on top of quote form. The quotations must be filled out in advance by the County's employee requesting the quotes, and these three (3) quotes must contain the same information in the description column or (equivalent).

- (01) County Employee's Signature. Sign the top of the quotation form, and date the quotation sheet.
- (02) Description. List the description of the items requesting, clearly. Provide size, colors, type, grade. Departments must also provide details and technical specifications when needed. When necessary, write descriptive information on a separate sheet and attach the sheet to the requisition.

Be sure all vendors are asked for "apple to apple" or similar/equivalent items in size and function to avoid discrepancies in requested quotations.

- (03) Quantity Required. List the number required, and include the unit of measure such as dozen, gallons, etc.. Use the abbreviation from Exhibit B for unit of measure clarification needed.
- (04) Date must be included
- (05) Unit and/or total price – based upon unit of measure
- (06) Company's Name: include company's name
- (07) Vendor's Employee's Name: vendor's employee's name quoting
- (08) F.O.B.: include F.O.B. shipping point or F.O.B. destination
- (09) Installation Cost: if applicable
- (10) E.T.A.: due date of order

- (b) Electronic Quotations – will be downloaded via the Internet and must be current. Along with Internet quote the County’s written quotation must be attached and submitted. The signature should note “as per e-mail quotation see attached”
- (c) Annual Quotations - same as written quotations but pricing will be held firm for 1 year.

3. Processing of Quotations

Quotations - written - must be attached to the requisition and submitted to the Purchasing Dept in order to request a purchase order.

- (a) Check for signatures
- (b) Make sure that pricing and totals are extended.
- (c) Ensure that equivalents of products on all quotations are equal.
- (d) Make sure the dates are current and applicable to the quotes submitted.
- (e) On written quotations, the vendor’s pricing information must be included on quotation sheet(s).
- (f) Keep in mind that \$500 to to \$14,999 will require written quotations or if over \$15,000 but under \$25,000 three (3) written Quotations submitted to Commissioner Court for approval.

**EXH. E: WRITTEN QUOTATION**

**CAMERON COUNTY PURCHASING**

CAMERON COUNTY, TEXAS  
 1100 East Monroe Street,  
 Brownsville, Texas 78523  
 TELEPHONE (956) 544-0871  
 FAX (956) 550-7219

MIKE FORBES, CPM  
 PURCHASING AGENT

INFORMAL BIDS  
REQUEST FOR WRITTEN QUOTATION - \$ 500 - \$14,999  
(\$15,000- \$24,999 WITH COMMISSIONERS COURT APPROVAL ONLY)

DEPARTMENT REQUESTING QUOTE: \_\_\_\_\_ PERSON REQUESTING QUOTE: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE QUOTES ARE BEING FAXED OUT TO ALL BIDDERS AND PURCHASING DEPT.: \_\_\_\_\_

**THIS IS NOT AN ORDER**

All pricing to be filled in by firm quoting

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL NET PRICE
Total installation cost (if applicable) Yes No: _____				
Warranty period on items bid: _____				
Cost and period of extended warranty available: _____				
Do you service the product being quoted? _____				
If "yes", where is the closest service center? _____				
If "no", who will service and where? _____				

COMPANY \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Above Prices are F.O.B. Destination – Inside Delivery Terms \_\_\_\_\_  
 (2% - 10<sup>th</sup> unless otherwise stated)

Quoted Prices good for \_\_\_\_\_ days. (Firm unless otherwise stated)

Shipment will be made from: \_\_\_\_\_ Delivery date to County \_\_\_\_\_

**PLEASE FAX COMPLETED REQUEST TO CAMERON COUNTY, FAX NO. (956) 550-7219: FOR QUESTIONS,  
 PHONE # (956) 544-0846 ATTN: NOEMI GARCIA, PURCHASING MANAGER OR MAIL OR BRING TO  
 CAMERON COUNTY PURCHASING DEPARTMENT 1100 EAST MONROE ST., BROWNSVILLE, TEXAS 78520.**

DATE \_\_\_\_\_ TIME \_\_\_\_\_

**QUOTE DEADLINE:** MUST BE RECEIVED IN COUNTY AUDITOR'S OFFICE BY \_\_\_\_\_ AT \_\_\_\_\_ A.M.  
 (MUST ALLOW AT LEAST 4 WORKING DAYS TO DEADLINE DATE, UNLESS AN EMERGENCY)

If all (3) quotations have not been received (as required by Commissioners Court) by the quotation deadline, the deadline may be extended to comply with 3 quotes *minimum requirement*. Vendors that have already submitted quotes prior to the deadline may require (if they so desire) during the time of extension (revision date) period.

WRITTEN QUOTATIONS WILL BE HELD "CONFIDENTIAL" BY PURCHASING DEPARTMENT UNTIL DEADLINE, AT WHICH TIME VENDORS AND DEPARTMENT STAFF REQUESTING QUOTES ARE WELCOME TO B PRESENT FOR READING OF QUOTATIONS.

**All quotation requirements may not be changed by verbal notification – but can only be changed in writing by issuance of a revised quotation.**

(copies of quotations will be given to department staff to attach to requisitions)



4. HUB Utilization

Currently, state statutes do not mandate requirement for minimum number of quotations to be solicited from Historically Underutilized Businesses, or minority businesses; however, Cameron County Commissioners' Court encourages the solicitation and use of minority business whenever found to be in the best interest of Cameron County and offering the lowest pricing and most advantageous services. The Purchasing Department maintains a list of HUB vendors, encourages, assists and actively solicits Bids and Proposals from all active HUB Vendors. Departments are also encouraged to utilize this information when soliciting quotes.