

PURCHASING POLICY PROCEDURE

Departments are required to use purchase orders. Purchase orders can be obtained in the Auditor's office. The Assistant Auditor will be the contact to request purchase orders.

Auditor must be given a list from each department of individuals who have authorization to request purchase orders.

Purchase orders are required for every single purchase!

- Find out if vendor is in Brewster County's vendor file,
- If not, provide a W9
- Description of item purchased.
- Approximate cost.
- Department fund number.
- Once PO is created and budgeted funds are verified; order and purchase may be made.
- A copy of the purchase order or the purchase order number must accompany the signed invoice when presented for payment.
- All purchases must be approved by the department head.