## **RULES AND PROCEDURES OF:**

# THE OFFICE OF THE HARRIS COUNTY PURCHASING AGENT

August 23, 2005



# JACK R. MCCOWN, C.P.M. HARRIS COUNTY PURCHASING AGENT

August 1	Vote of the Court: Yes No Abstain			
Commissioners Court	Judge Eckels Comm. Lee			
Harris County, Texas	Comm. Garcia			
Members of Commissioners Court:	Comm. Radack Comm. Eversole			
RE: Rules and Procedures Developed by the Purchasing Agent				
Local Government Code 262.011(o) requires the County Purchasing Agent to establish rules and procedures necessary to fulfill the duties required by Section 262, subject to Commissioners Court approval.				
A draft copy of this document was forwarded to all Court members and other related departments on July 21, 2005. This office has received no comments which would indicate a change to the draft copy.				
Our plans are to place this document on the County intranet, monitor for problem areas or misunderstanding, and then address those concerns at the countywide training session in early November. We will update the rules and procedures on a quarterly or as needed basis thereafter.				
Sincerely,				
SPULLE				
	McCown, C.P.M.			
Purchasin	ng Agent Presented to Commissioner's Court			
JRM/pbm	AUG 2,3 2005			
Attachment: Rules & Procedures	APPROVE			

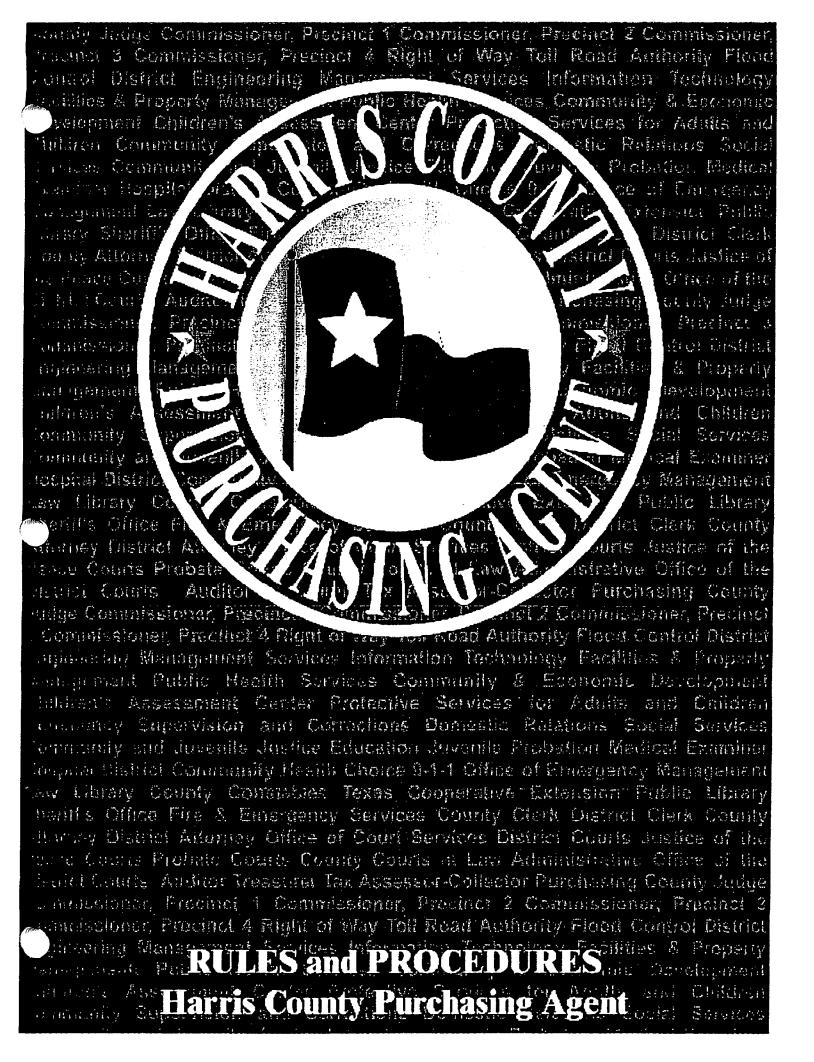
FOR INCLUSION ON COMMISSIONERS COURT AGENDA AUGUST 23, 2005

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### Forward

This document is prepared in accordance with Texas Local Government Code, Section 262.011(o) which requires the Purchasing Agent to develop the rules and procedures to implement the Purchasing Agent's duties, subject to approval by Commissioners Court.

This document is meant to be a general guide to County users, showing proper purchasing procedures. It cannot be all inclusive, but efforts have been made to address known requirements and general operating procedures. The Purchasing Office does maintain a more detailed set of procedures, designed for internal use. Users are encouraged to contact the Purchasing Office with questions concerning the procurement process. Purchasing sees that users are able to obtain needed goods and services in a timely, cost effective, and a legal manner.

This set of rules and procedures is current as of the date of publication. As circumstances dictate, this document will be updated. This document dated August 23, 2005 supersedes all previous documents.

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