

RULES AND PROCEDURES OF:

**THE OFFICE OF THE
HARRIS COUNTY
PURCHASING AGENT**

August 23, 2005

With revisions to the version as originally
Approved by Commissioners Court
August 9, 1994



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

August 15, 2005

Commissioners Court
Harris County, Texas

Members of Commissioners Court:

Vote of the Court:	Yes	No	Abstain
Judge Eckels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Eversole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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,

Jack R. McCown, C.P.M.
Purchasing Agent

Presented to Commissioner's Court

JRM/pbm

Attachment: Rules & Procedures

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FOR INCLUSION ON COMMISSIONERS COURT AGENDA AUGUST 23, 2005

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RULES and PROCEDURES

Harris County Purchasing Agent

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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