



DARYL L. FOWLER
County Judge

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MEMORANDUM

To: County Officials and Department Heads

From: DeWitt County Judge

Re: Purchasing Authority

According to new legislation effective September 1, 2011 “an office authorized to make a purchase on behalf of a county or county department or office may not make any purchase until providing to the county judge acknowledgment that the officer has read and understands” Chapter 262 of the Local Government Code. (H.B. 1694, amendment to section 262.037 of the Local Government Code) Any employee in your department who purchases anything for your office/department must comply with this requirement.

The Local Government Code and other statutes can be viewed at the following website:
<http://www.statutes.legis.state.tx.us>.

Chapter 262 and the amendment to Section 262.037 of the Local Government Code can be viewed on the county website: www.co.dewitt.tx.us. A copy of LGC Chapter 262 and the forms can be found on the home page entitled:

- 1) Purchasing Authority – Local Government Code, Chapter 262, including Amendment §262.037
- 2) Purchasing Memo, Acknowledgment and Authorization Form – Chapter 262

Please sign and return the attached acknowledgment form to my office before January 31, 2012. After that date, the auditor’s office will not approve payments for purchases until your form is turned in.

Authorization Form

TO: DEWITT COUNTY JUDGE'S OFFICE DEWITT COUNTY AUDITOR'S OFFICE	
ELECTED OFFICIAL/DEPT. HEAD:	SIGNATURE:
DEPT.	DATE:

FUND/DEPARTMENT CODE(S) (Not Individual expense codes):

Elected Official or Department Head is held accountable to insure that all authorized employees are properly instructed in Purchasing Law and policy and are aware of all legal and disciplinary consequences as a result of violations.

The following employees are authorized as purchasers and receivers for the above department.

- 1 Ability to purchase only.
- 2 Ability to purchase or receive items and release invoice to County Auditor.

ATTENTION AUTHORIZED USERS:

This form voids any previous authorizations. Be sure all employees sign that are to be authorized.

Authorized users will be held accountable for all orders placed and received in their department.

By signing below, employee acknowledges understanding or Purchasing laws and policy and is aware of legal and disciplinary consequences as a result of violations. Employee acknowledges that they have read and understand LGC 262 pertaining to purchasing.

NAME	1	2	SIGNATURE
1			
2			
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(In accordance with LGC 262.037 effective 9/1/2011)

Employee signature

Official/Dept. Head Signature

Date

Date



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PURCHASING ACKNOWLEDGMENT

Before making a purchase on behalf of DeWitt County or any county department or office, the following must be signed and delivered to the DeWitt County Judge. (Local Government Code, Section 262.037) Chapter 262 82nd Legislative Session Amendments are attached for your reference. **Please sign and return to DeWitt County Judge's Office by January 31, 2012.**

The undersigned has read and understands Chapter 262, Local Government Code.

Office/Department: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____