



FILED FOR RECORD  
at 10:00 AM

JUN 10 2019

County Clerk  
DELTA COUNTY, TEXAS

# ADDENDUM TO DELTA COUNTY EMPLOYEE HANDBOOK

## *Purchase Policy for Delta County, Texas*

*Items for procurement to include supplies and equipment should follow the procedures listed below:*

- 0-\$499.99                      Department employee can purchase with department head/supervisor's approval.
- \$500.00 - \$20,000            Purchase of this amount will need direct supervisor's approval. The amount of purchase will have to comply within that department's fiscal year's budget.
- \$20,000 - \$49,000            A minimum of three bids are required unless a county contract or state contract (ie: Buy Board, Texas Comptrollers Stars Contract, etc.) and must comply within that department's fiscal year's budget.
- \$50,000.00 and greater      Purchases will need to go through a bid process – RFP (Request for Proposal). The bids will be opened during Commissioner's Court for acceptance. A committee will be appointed to review the bids to select one for approval.

ADOPTED AND APPROVED THIS 10 DAY OF June, 2019

\_\_\_\_\_  
Jason Murray, County Judge

Eric Lair  
Eric Lair, Commissioner, Precinct 1

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VACANT, Commissioner, Precinct 2

Bobby Asbill  
Bobby Asbill, Commissioner, Precinct 3

Mark Brantley  
Mark Brantley, Commissioner, Precinct 4

ATTEST:  
Jane Jones  
Jane Jones, County Clerk