

Chapter 94 – Purchasing and Contract Management

Revised 11/07/17

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Chapter 94 - PURCHASING AND CONTRACT MANAGEMENT POLICY¹

ARTICLE I. - IN GENERAL

Secs. 94-1—94-30. - Reserved.

ARTICLE II. - PURCHASING

DIVISION 1. - GENERALLY

Sec. 94-31. - Appointment and authority of purchasing agent.

- a) The purchasing agent is appointed by the Commissioners Court as defined in [Local Government Code ch. 262.0115](#). The purchasing agent works directly with the commissioners court. The commissioners court signs contracts and approves all purchases.
- b) The purchasing agent's authority is derived directly and indirectly from the state statutes and policies set forth by the commissioners court.

(Admin. Policy Manual, § D(1.00, 1.01); Ord. No. 2017-0074, 1-17-2017)

Sec. 94-32. - Statement of general policy.

It is the policy of the county that all county purchasing be conducted strictly on the basis of economic and business merit to best promote the interests of the citizens of the county.

(Admin. Policy Manual, § D(1.00, 1.01); Ord. No. 2017-0074, 1-17-2017)

Secs. 94-33—94-50. - Reserved.

DIVISION 2. - ADMINISTRATION

Sec. 94-51. – Purchasing Manual²

- a) The purchasing agent shall prepare for approval by Commissioners Court a “Purchasing Manual” to be a general guideline for Dallas County employees addressing purchasing requirements and general operating procedures.
- b) The Purchasing Manual shall be dated for the applicable fiscal year, renewed or approved by the Commissioners Court prior to the start of each fiscal year, and have any changes from the prior year noted at the beginning of the document.

(Admin. Policy Manual, § D(1.00, 1.01); Ord. No. 2017-0074, 1-17-2017)

¹ **Editor's note**— Ord. No. 2017-0074, adopted Jan. 17, 2017, amended Chapter 94 in its entirety to read as herein set out. Former Chapter 94, laid out policies and procedures now included in the Purchasing Manual, and was derived from Admin. Policy Manual, § D(1.03).

² **Editor's note**— The Purchasing Manual can be found at the [Dallas County Purchasing Department website](#).