

HAYS TRINITY GROUNDWATER CONSERVATION DISTRICT

PURCHASING POLICY

Approved 11/18/2013

SECTION 1. PURPOSE

The District Purchasing Policy is designed to establish clear and uniform policies in acquiring goods or services.

SECTION 2. PURCHASING

Expenditures to acquire goods or services valued at greater than \$500 require approval by the Board President or Board Secretary/Treasurer in advance, unless an Emergency acquisition requiring an expenditure greater than \$500 shall be presented to the Board for approval and validation at the next Board Meeting. Acquisitions valued at less than \$500 may be made by the General Manager without prior approval if within budget constraints.

No expenditures may be made that are not authorized by the budget. This requirement shall not, however, prevent the Board from amending the budget at the same time that it authorizes an expenditure, provided that funds are available in other budget categories or that reserve funds are available.