



**TRINITY COUNTY
AUDITORS OFFICE**

**P. O. BOX 1030
GROVETON, TEXAS 75845**

NOTICE TO VENDORS

TRINITY COUNTY PURCHASE ORDER AND BILLING PROCESS

TO OUR VENDORS: before a purchase is made or services are rendered the county official or representative who is requesting the purchase or service must provide a purchase order number. This number is obtained from the Trinity County Auditor's office. This number is to be used with each new purchase or service.

The purchase order number must appear legibly on all vendor invoices and/or statements. Please ensure that you have all proper documentation including the PO number and a clearly legible signature on each invoice before starting any work or selling any products to the county official or representative.

Note: If the Trinity County Employee does not provide you with a purchase order you may at your discretion call us to request one while they are there at 936-642-2233.

THIS PROCESS MUST BE COMPLETED PRIOR TO ANY ORDER OR COMMITMENT ON BEHALF OF THE COUNTY

EXCEPTIONS

For vehicle repairs and maintenance that the total invoiced amount will be under \$100.00 and is signed by the department head or a previously approved representative.

The bill cannot be paid without proper authority.

Trinity County Accounts Payable will pay bills that have been previously approved by Commissioners' Court or budgeted for routine office expenses, utilities, supplies, equipment repairs and any other approved amount upon submission of a proper invoice/voucher. All other payments will be made after Commissioner's Court approval at the regular term meeting which currently is the second and fourth Tuesday of each month. Only bills received in the county Auditor's Office before noon the Thursday prior to the regular term meeting will be considered for payment at that meeting.

Counties are required by statute (Local Government Code Sec. 113.901) to use a purchase order/requisitioning system.