

**Important Telephone Numbers**  
 "How to contact the key players"

**Travis County Purchasing Office**

Main Number (512) 854-9700  
 Fax Number (512) 854-9185

**Travis County Auditor's Office\***

Main Number (512) 854-9125  
 Fax Number (512) 854-9164

\*Ask for Disbursements (Payables) and give the first initial of your company's name (work is distributed to staff by letter).  
 Example: T = Travis County

**Travis County Commissioners Court**

County Judge.....(512) 854-9555  
 Commissioner Precinct 1.....(512) 854-9111  
 Commissioner Precinct 2.....(512) 854-9222  
 Commissioner Precinct 3.....(512) 854-9333  
 Commissioner Precinct 4.....(512) 854-9444

**Travis County Attorney's Office**

Main Number.....(512) 854-9415  
 Fax Number.....(512) 854-9316

700 Lavaca, Ste. 800  
 Austin, Texas 78701



Please keep this brochure for your records so that you may refer to the information provided (i.e. contract number, vendor number) when communicating with the Travis County Purchasing Office. A readily available Purchase Order Number may also help to expedite service

It is the policy of the Travis County Purchasing Office to ensure a good faith effort is made to assist Certified HUB vendors and contractors in receiving contract in accordance with the HUB Program policies and the Minority and Woman-Owned Business goals\* adopted by the Travis County Commissioners Court.

*The Purchasing Agent is the chief procurement officer for Travis County. By statute, the Purchasing Agent is responsible to direct and oversee the county procurement process for all elected and appointed officials and commissioners court departments. Your Purchasing Office is the "single point of contact" for doing business with Travis County.*

HUB Category	Construction	Commodities	Professional Services	Services
Overall (MBE) Goal	13.7	3.5%	15.8%	14.1%
Sub-Goals:				
African-American	1.7%	0.3%	1.9%	2.5%
Hispanic	9.7%	2.5%	9.0%	9.9%
Native/Asian American	2.3%	0.7%	4.9%	1.7%
Overall (WBE) Goal	13.8%	6.2%	15.8%	15.0%

\*City of Austin Minority and Woman-Owned Business Goals were adopted unanimously by the Travis County Commissioners Court in the November 24, 2009 Voting Session.

**Travis County Purchasing**



**"Purchasing Overview"**

**Contract Number:** \_\_\_\_\_

**Contract Period:** \_\_\_\_\_

**SAP Vendor Number:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_



Register to do business with Travis County, view procurement opportunities and download current bid documents at:

<http://www.bidsync.com>  
[www.traviscountytexas.gov/purchasing](http://www.traviscountytexas.gov/purchasing)

This brochure is designed to acquaint you with the unique purchasing aspects of County government and provide you with information and tips to assist you in doing business with Travis County.

## Organization

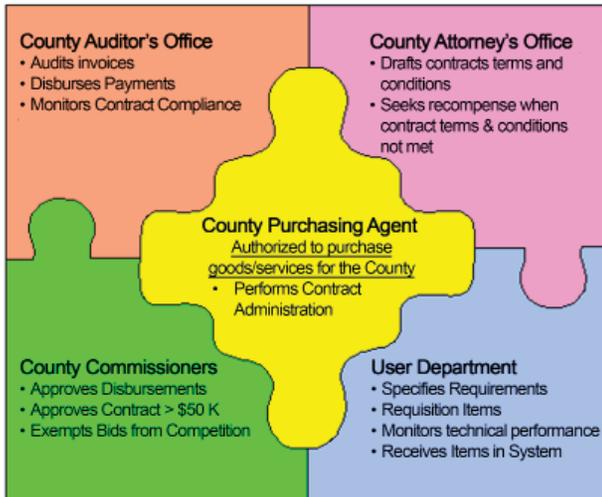
“It’s not puzzling once you know the key players and their roles.”

The key County Organizations and their roles are outlined in Figure 1 below and consist of the following:

- County Purchasing Agent
- County Auditor’s Office
- County Attorney’s Office
- User Departments
- County Commissioners also known as Commissioners Court

Together, these organizations are responsible for the requisition, purchase and payment of goods and service used by County government to perform its mandated functions. They each have statutorily defined roles that provide the taxpayer with a system of checks and balances.

**Figure 1 - Key County Purchasing Participants**

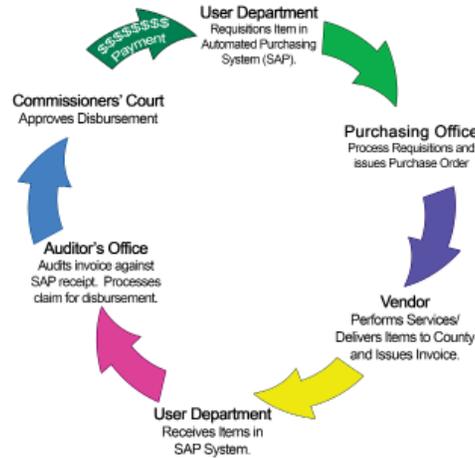


## Travis County’s Purchasing Cycle

“The Procurement Circle of Life.”

Below is an overview of the Purchasing cycle, from the initiation of a requisition for goods and services to the delivery and payment for these items.

**Figure 2 - The Purchasing Cycle**



**In order to expedite payments, be sure to include the following on all invoices:**

1. Purchase Order Number (IMPORTANT)
2. Description of Items/Services
3. Quantity
4. Unit Price and Extension

Avoid common causes for delays in payment, including:

1. Purchase Order Number is not on the invoice;
2. The items/services have not been received by the user department in the SAP system;
3. Quantity or price of items identified on the invoice differs from the Purchase Order;
4. Merchandise delivered does not meet contract terms and conditions.

## Helpful Hints

“Doing Business with Travis County.”

Since the County’s Purchasing function is governed by Section 262 of the Texas Local Government Code, known more commonly as The County Purchasing Act, there are some unique aspects to County purchasing.

**The foremost item of importance to remember is that the County Purchasing Office is the agency authorized to perform purchasing on the County’s behalf. The County is not responsible for orders that are placed outside of the Purchasing Office**

*The following list of “Do’s” and “Don’ts” will assist you in doing business with Travis County*

### Do

- ✓ Request and obtain a Purchase Order Number from the County prior to delivering items or performing services.
- ✓ Reference the Purchase Order Number on your invoice.
- ✓ Obtain a legible signature, the name and telephone number from the individual receiving the goods/services on behalf of the ordering department.
- ✓ Follow-up with user department staff to make sure items and services delivered have been received in the system.

### Don’t

- ✓ Accept verbal orders placed by an employee outside the Purchasing Office.
- ✓ Accept orders without a Purchase Order Number and/or Purchase Order (issued by the Purchasing Office).
- ✓ Modify orders unless the Purchasing Office has issued an amendment to the Purchase Order.
- ✓ Invoice for items that have not been delivered.