



MCSCAAA
OPERATIONAL POLICIES AND PROCEDURES

OPP No. 2 – Purchasing Materials And Services
Revision 0

Date Adopted: November 21, 2022 Retroactively Effective July 1, 2022

The following guidelines are to be used when purchasing materials and services for the Montgomery County Sheriff Citizen's Academy Alumni Association (MCSCAAA). In case of discrepancy between these standards and the laws of the State of Texas, the laws of the State will take precedence.

A. Purchasing Authority

1. The following officers of the Executive Board are eligible to purchase materials and services for the MCSCAAA:
 - a. President
 - b. 1st Vice President
 - b. Secretary
 - c. Treasurer
2. By a vote of Executive Board, the MCSO Liaison Officer may be granted authorization to purchase materials and services for MCSCAAA, and will be granted access to the MCSCAAA banks accounts and debit cards. On those occasions when a new Liaison Officers is appointed to MCSCAAA by the Sheriff, there shall be a minimum waiting period of six (6) months before such vote by the Executive Board. The Executive Board may elect to defer such vote indefinitely, at its sole discretion.
3. Other members in good standing may be granted authorization to purchase materials and services for the MCSCAAA by a vote of the Executive Board, if necessary.

B. Value Amount Limitations

1. Materials or Services purchased will not surpass \$500.00 at any one purchase unless voted on and approved by the MCSCAAA membership at a General Meeting or Special Meeting.
 - a. Purchases voted on and approved by the MCSCAAA membership at a General Meeting or Special Meeting can be made by a single authorized purchaser.

C. Payment Options

1. MCSCAAA Bank Accounts are with Woodforest National Bank.
 - a. Authorized Signers on the MCSCAAA Accounts may be issued a debit card.
 - b. When possible, purchases should be made with a debit card.
2. Vendor Accounts
 - a. Materials and services purchased by the MCSCAAA should be paid by the Treasurer directly to the vendor. This will result in better documentation of the expenditure.
 - b. If the Treasurer is not available, another authorized purchaser may use a debit card for the purchase of materials or services, the holder of the card is to immediately take a photograph of the receipt for that purchase, and forward the photo via email or text to the MCSCAAA Treasurer, along with a short explanation of what was purchased and the why the purchase was made. The card holder is to then provide the original receipt (or a fully legible copy of the receipt) to the MCSCAAA Treasurer at the first opportunity to do so. The Treasurer is to retain those receipts as ongoing documentation of use of the debit cards.

D. Bid Requirements for Materials and Services

1. The purchase of materials and services over \$500.00 should be submitted for bid. Best method is to obtain quotes from three (3) vendors if possible. Justification in writing should be added to the MCSCAAA files if the low bid meeting all requirements is not chosen for purchase. Final bid chosen will be voted on by the membership at a General Meeting or Special Meeting called by the President.
 - a. Reasonable efforts will be made by each of these representatives to confirm that prices received from service and goods providers are fair and equitable.