

Processing of Purchase orders for payment to vendor

1. Purchasing Department responsibilities
 - a. Invoicing -Purchasing Department must receive the original invoice – the invoice must have an invoice number and must show the purchase order number
 - i. The invoice must go directly to the purchasing department- 1110 Washington; Suite 101; Laredo, Texas 78040
 - b. Receiving - User department must receive the merchandise/ services online
 - i. Receipt of goods must be posted by the user department
 - ii. Receipt of goods from some special accounts require department signatures
 - c. Other requirements
 - i. If purchase order is vehicle related, Road and Bridge must provide supporting documentation of having installed the auto part/ service
 - ii. If inventory tagging is required Inventory Control Manger must physically tag the item and document the tag numbers on the purchase order
 - iii. If inventory marking (property of Webb County)is required, department and/or inventory control manager must certify that the item has been marked
 - iv. If invoice and the purchase order are not an exact match, adjustments must be made before submittal to the auditor's
 - v. Purchase order must indicate a purpose for purchase by user department
 - vi. Purchase orders ready for submittal are documented online and date submitted is recorded
2. Purchase order documents are submitted to Auditor Department by the Purchasing Department for review and for approval for payment-Auditors review:
 - a. Was the purchasing process followed
 - b. Is the item purchased necessary for the operations of the department making the request or for the services provided by the department
 - c. Have the proper account funds been used for the purchase
 - d. Other audit requirements
3. After approval for payment, purchase order documents are submitted to the Treasurer Department
 - a. Approval of the Webb County Commissioner's Court is required before any check is disbursed
 - b. Each purchase order will be documented as paid (online) and closed out

How can a vendor speed up the payment process?

Make sure the purchasing department receives an original invoice that includes the invoice number; the date service was provided; the date invoice was issued; an itemized list of the charges; and total amount due.

What can the department do to speed up the process?

The department can follow up that the purchase order has been received online and that an invoice has been attached to the purchase order.

For recommendations for improvements or complaints please email lgutierrez@webbcountytx.gov