

AMENDMENT NO. 4


Caldwell County

Purchasing Policy and Procedures Manual

1. Requisitions For Purchase (See section IV;A,p. 8) Caldwell County shall implement that Purchase Orders are not required until one item reaches \$1,000.00 or collectively the purchase is over \$10,000.00. With the exception of Caldwell County Unit Road system, will not require a Purchase Order until the one item reaches \$5,000.00 or collectively the purchase reaches \$10,000.00 or more.

2. Immediate Check Request; Emergency Purchase (See section VIII;E,p. 28-29) Caldwell County shall update the policy to only need (2) of the (5) Commissioners Court Members signature and approval for memo.

3. Office Supplies (See Section IV;D,p. 11) Caldwell County shall implement immediately, all department purchase requests from Amazon & Office Depot will be processed on Friday. All order submissions should be finalized by the end of day Thursday to ensure timely processing.



Hoppy Haden
County Judge

Date

August 12, 2025