

EL PASO COUNTY PURCHASING REVIEW FORM

Procurement Item																																
Agenda Date:	Department:																															
Item Description:																																
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ACTION TAKEN BY PROCUREMENT REVIEW PANEL

Reviewed and Accepted (as is) for Commissioners Court Action
 Recommend Award to Vendor and accept for Commissioners Court Action
 Return to Department for further action/information/documentation (*reason specified below)
 Not Accepted/Other (*reason specified below)

Item requires contract/contract review. Dept. needs to contact County Attorney's Office for more information.

Placement on Commissioners Court Agenda By:

Auditor's Verification of Funds:

Department Purchasing Department

Funds Verified No Funds

This procurement item has been reviewed by the Procurement Review Panel. Said review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

Panel Members

County Contract Administrator/Designee: Accept | Not Accept: _____

County Auditor/Designee **Accept** | Not Accept: _____

County Purchasing Agent/Designee **Accept** | Not Accept: _____

County Department Head **Accept** | Not Accept: _____

County Attorney Reviewer: Approved for further action: Y / N: _____

Subject Matter Expert (as needed) **Accept** | Not Accept: _____

Other Meeting Attendees (PLEASE PRINT NAME):

- | | | |
|-----------|-----------|-----------|
| 1.) _____ | 2.) _____ | 3.) _____ |
| 4.) _____ | 5.) _____ | 6.) _____ |