

18,053-1

C. Purchasing Procedures

- (1) **Capital Purchases:** If the requisition is for the purchase of a capital item (\$10,000.00 or more) one of the following alternative procedures should be followed:
 - (a) If an Unbudgeted capital expenditure, See (Section VIII, A).
 - (b) If the capital expenditure is budgeted and the item is **\$50,000** or more it must be competitively bid, as described in (Section VII).
 - (c) If a budgeted capital expenditure of less than **\$50,000.00**, the item may be acquired through Purchasing as described on the next page.
- (2) **Requisition:** complete a requisition as described in Section III, B, and forwarding a copy to the Purchasing Department.
- (3) **Preparation of Purchase Order:** Purchasing will enter the requisition into the computer system for preparation of a purchase order document. *If funds are unavailable, the Purchasing Department will return the requisition to the department.* Purchasing will attempt to obtain three written or phone quotations for purchase orders with a value of \$2,500 to \$9,999.99. Purchasing will attempt to obtain three written quotes for purchases orders with a value of \$10,000 but less than \$50,000.00. Purchases in excess of \$50,000 require the formal bid process as described on pages 20-22, Section VII.
- (4) **Placing Order:** For purchases requiring delivery of items, Purchasing will send the original copy of the purchase order to the vendor (if required) and distribute copies as follows:
 - (a) a copy to Purchasing to be retained with original requisition.
 - (b) a copy to the Auditor.
 - (c) a copy to the originating department.

D. Purchasing Procedures for Facilities Department Only

If a requisition requires an expenditure of funds the Purchasing Department shall use the following guidelines:

- All purchase made by the County in excess of \$49,999.99 must have award approval by Commissioner's Court
- Cooperative contracts (Co-OP's) may be used for purchases or alternative solicitations listed below. All contract numbers must be noted on the purchase order.
- All purchases will require a requisition prior to the conversion to a purchase order will be reviewed by the Purchasing Agent and County Auditor.

FILED FOR RECORD
at 1:30 o'clock P M

MAR 28 2023
Page 15 of 45

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By



18,053 - a
 DocuSign, Inc.
 221 Main Street, Suite 1000
 San Francisco, CA 94105

Offer Valid Through: Apr 7, 2023
 Prepared By: Lale Aksu
 Quote Number: Q-01096295

ORDER FORM

Address Information

Bill To:
 Hunt County
 Hunt County Auditor
 P.O. Box 1097,
 Greenville, TX, 75401
 United States

Ship To:
 Hunt County
 Hunt County Auditor
 P.O. Box 1097,
 Greenville, TX, 75401
 United States

FILED FOR RECORD
 at 1:30 o'clock P M
MAR 28 2023
BECKY LANDRUM
 County Clerk, Hunt County, Tex.
 By [Signature]

Billing Contact Name:
 Hayley Dawson
Billing Email Address:
 hdawson@huntcounty.net
Billing Phone:
 +1.903.408.4130

Shipping Contact Name:
 Hayley Dawson
Shipping Email Address:
 hdawson@huntcounty.net
Shipping Phone:
 +1.903.408.4130

Order Details

Order Start Date: Apr 8, 2023
Order End Date: Apr 7, 2024
Billing Frequency: Annual

Payment Method: Check
Payment Terms: Net 30
Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Business Pro Edition - Envelope Subs.	SUB-1565013-1	Apr 8, 2023	Apr 7, 2024	3,000	\$15,120.00
Premier Support - eSign	SUB-1565013-1	Apr 8, 2023	Apr 7, 2024	1	\$2,268.00

Grand Total: \$17,388.00

Product Details

eSignature Envelope Allowance: 3,000

Overage/Usage Fees

eSignature Business Pro Edition - Envelope Subs. (Per Transaction): \$5.80

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/company/terms-and-conditions/msa-service-schedules>.

Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

Invoices for this order will be emailed automatically from invoicing@erp.docusign.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select Yes or No:

If yes, please complete the following:

PO Number:

PO Amount: \$

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer

Signature:

Name:

Job Title:

Date:

**DocuSign,
Inc.**

Signature:

Name: *Bobby W. Stovall*

Job Title: *County Judge*

Date: *March 28, 2023*

18,053 -3



Certificate of Completion

The V.G. Young Institute of County Government
Awards This Certificate To

David Monroe

For Successfully Completing 16.00 Hours of Educational Training

65th Annual VG Young School for Commissioners Courts

Bryan, TX

Peter J. McGill
Peter J. McGill, Ph.D., Director
V.G. Young Institute of County Government

Harold Keeter
Harold Keeter, President
County Judges & Commissioners Association of Texas

at 1:30 o'clock P M

MAR 28 2023

By *Becky Landrum*
BECKY LANDRUM
County Clerk, Harte County, Tex.

W.P.O.
Rick Avery, Ph.D., Director
Texas A&M AgriLife Extension Service

February 21-23, 2023

18,053-4

**County Treasurers' Association of Texas
2022 Certificate of Compliance
Public Funds Investment Act**



**This Certifies That
Hon. Brittni L. Turner
Treasurer
Hunt County**

FILED FOR RECORD
at 1:30 o'clock P M

MAR 28 2023

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By [Signature]

Successfully completed the required hours of investment training approved by the County Treasurers' Association of Texas for the two year period fully satisfying the education requirements for County Treasurers established by chapter 22.56 of the Texas Government Code, the Public Funds Investment Act, Section 22.56.008. Investment Training; Local Governments.

Gayla Hawkins

Honorable Gayla Hawkins, President,
County Treasurers' Association of Texas

Dianna Spicker

Honorable Dianna Spicker, Chair
Certification and Validation Committee

TEXAS ASSOCIATION OF COUNTIES

PUBLIC FUNDS INVESTMENT ACT CONTINUING EDUCATION

Reporting Period: 1/1/2021 - 12/31/2022

Hon. Brittni L. Turner
Treasurer
Hunt County
PO Box 1097
Greenville, TX 75403

ID: 248097
Phone: (903) 408-4171
Fax: (903) 408-4285

The requirements for the program are 10 hours of continuing education every 2 years. No hours may be carried forward to the next period.

Date	Description	Earned Hours
3/26/2021	UNT - GTOT 2021	2.00
4/19/2021	49th Annual County Treasurers' Continuing Education Seminar - Apr 19, 2021	4.00
6/28/2021	2021 Conference of the County Investment Academy - Jun 28, 2021	15.00
9/13/2021	73rd Annual County Treasurers' Association of Texas Conf - Sep 13, 2021	4.00
4/18/2022	50th Annual County Treasurers' Spring Education Seminar - Apr 18, 2022	3.00
6/27/2022	2022 Conference of the County Investment Academy - Jun 27, 2022	15.00
9/12/2022	74th Annual County Treasurers' Association of Texas Conf - Sep 12, 2022	4.00

Total Hours For Period: 47.00

You have completed your program.

You have met your 2021 - 2022 Public Funds Investment Act education requirement.

Print Date: 3/7/2023

If this report does not agree with your records,
please call 1-800-456-5974.

18,053-5

**County Treasurers' Association of Texas
2022 Certificate of Compliance
Continuing Education**



**This Certifies That
Hon. Brittni L. Turner
Treasurer
Hunt County**

Successfully completed the required hours of continuing education that was sponsored or co-sponsored by an accredited public institution of higher education and was approved by the County Treasurers' Association of Texas fully satisfying the County Treasurer continuing education requirements established by section 83.003 of the Texas Local Government Code Continuing Education.

FILED FOR RECORD
at 1:30 o'clock P M

MAR 28 2023

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By [Signature]

Gayla Hawkins

Honorable Gayla Hawkins, President,
County Treasurers' Association of Texas

Diana M Spiker

Honorable Diana Spiker, Chair
Certification and Validation Committee

**TEXAS ASSOCIATION OF COUNTIES
COUNTY TREASURERS' ASSOCIATION OF TEXAS
CONTINUING EDUCATION**

Reporting Period: 1/1/2022 - 12/31/2022

Hon. Brittni L. Turner
Treasurer
Hunt County
PO Box 1097
Greenville, TX 75403

ID: 248097
Phone: (903) 408-4171
Fax: (903) 408-4285

County Treasurer must successfully complete at 20 hours of continuing education annually. The required continuing education must be sponsored or cosponsored by an accredited public institution of higher education. A maximum of 10 continuing education hours can be carried forward to the next period.

Date	Description	Earned Hours
1/1/2022	Excess hours carried from 2021	10.00
4/18/2022	50th Annual County Treasurers' Spring Education Seminar - Apr 18, 2022	21.00
6/27/2022	2022 Conference of the County Investment Academy - Jun 27, 2022	15.00
9/12/2022	74th Annual County Treasurers' Association of Texas Conf - Sep 12, 2022	9.00
Total Accredited Hours: 40.00		
Applicable Outside Hours: 15.00		
Total Hours For Year: 55.00		

You have completed your program.

You have met your 2022 County Treasurers' Association education requirement.

You may carry forward 10 hours to the next reporting period.