

## EL PASO COUNTY PURCHASING REVIEW FORM

Procurement Item																													
<b>Agenda Date:</b>	<b>Department:</b>																												
<b>Item Description:</b>																													
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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.) _____ |