

Office of the County Auditor Karnes County, Texas

119 N. Browne St. Karnes City, TX 78118

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Tom Dupnick, E.A. County Auditor

Alma Sanchez 1st Assistant County Auditor

Rebecca Bartosch 2nd Assistant County Auditor

Josette Kotara 3rd Assistant County Auditor

Dear Vendor,

The purpose of this letter is to advise you that Karnes County has adopted a purchasing policy effective June 1, 2021. All work, projects, supplies and any commodities to be purchased must be procured using an approved Karnes County Purchase Order.

Karnes County has a strict "No Pay" policy that has been widely communicated. This means that referencing a purchase order is mandatory when invoicing. Please make sure you, as a vendor, always ask Karnes County to provide a Purchase Order as soon as you are contacted to provide services or purchase goods. Please ensure that you have received a Purchase Order from Karnes County before beginning work or providing goods or services. Without a Purchase Order, the vendor is taking the risk that invoices for goods, services or work may not be paid.

For your information, when a Purchase Order is approved internally it will be sent as a .PDF via-email to the contact provided by your company. As a reminder, it is your company's obligation to ensure all contact information, W9 and bank information (ACH's) including a current email address are accurate.

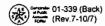
This policy has clear benefits for both Karnes County and our vendors. The pre-approval process gives the vendor an assurance that the order has been approved by an appropriate Karnes County manager before the order reaches you. It also ensures that a supplier receives all the necessary invoice information which minimizes the risk of extra administration and payment interruptions.

Questions concerning any of the information provided in this memo should be addressed to the Karnes County Auditor, 119 N. Browne St. Karnes City, Texas 78118 or please call our office.

Respectfully Submitted,

Tom Dupnick

Karnes County Auditor



Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Address (Street and number) Address (Street and number) I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from: Seller: City, State, ZIP code: City, State, ZIP code: Description of items to be purchased or on the attached order or invoice: Purchaser claims this exemption for the following reason: GOVERNMENTAL AGENCY TAX EXEMPT TAX ID# 74-6001480 I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply the provisions of the Tax Code and/or all applicable law.	Name of purchaser, firm or agency				
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I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purch will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may re					
from a Class C misdemeanor to a felony of the second degree.					
sign Purchaser COUNTY AUDITOR Date COUNTY AUDITOR				Date	
here COUNTY AUDITOR CITS TO	here	COUNTY AUD	ITOR	611516	

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

ACH AUTHORIZATION FORM KARNES COUNTY

CREDIT AUTHORIZATION FORM

I (we) hereby authorize KARNES COUNTY to initiate entries to my (our) checking/savings accounts at the financial institution listed below (THE FINANCIAL INSTITUTION), and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until THE COMPANY notifies me (us) in writing to cancel it in such time as to afford THE COMPANY and THE FINANCIAL INSTITUTION a reasonable opportunity to act on it.

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