

TITUS COUNTY AUDITOR'S REPORT TO COMMISSIONERS' COURT AND DISTRICT JUDGES

February 12, 2024

Local Government Code, Title 4, Subtitle B, Chapter 114, Subchapter B, Article .025 requires that the county auditor present tabulated reports of:

- 1) Aggregate amounts received and disbursed from each fund;
- 2) Condition of each account on the books;
- 3) Amount of funds on deposit in the county depository;
- 4) Amount of bonded indebtedness; and
- 5) Any other fact of interest that the auditor considers proper or that the court or district judges require.

These requirements are met by the following reports:

- 1) Combined Statement of Revenues and Expenses for Current Month-to-Date (GEL 107);
- 2) Trial Balance - Current Month-to-Date (GEL 116);
- 3) Combined Statement of Cash Position for Current Month (GEL 102);
- 4) Bonded debt payments are scheduled to be paid on February 16, 2024,
- 5) Update to Credit Card Procedures for Commissioners, and
- 6) Commissioners approved the assignment of payroll to the Treasurer's office in February 2023 at the request of the Treasurer. The treasurer now provides payroll reports.

Submitted by

Barbara Shurbet

Barbara Shurbet, Titus County Auditor, February 12, 2024

BY OUR SIGNATURES HERETO WE HEREBY APPROVE SAID REPORTS

[Signature]

Titus County Judge

[Signature]

Titus County Commissioner PR #1

[Signature]

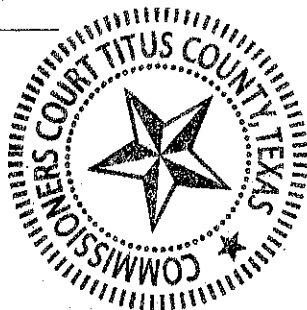
Titus County Commissioner PR #2

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Titus County Commissioner PR #3

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Titus County Commissioner PR #4



FUND NAME	***** MONTH TO DATE ***** REVENUES	***** YEAR TO DATE ***** REVENUES	***** YEAR TO DATE ***** EXPENSES
2024 GENERAL COUNTY FUND	5,788.10	272,902.80	6,842,352.76
2024 JUSTICE COURTHOUSE SECURITY	.00	.00	20.92
2024 OPIOID TRUST FUND	.00	.00	.00
2024 SECURITY FEES FUND	.00	.00	2,712.78
2024 JURY FUND	.00	5,706.54	222,844.60
2024 LAW LIBRARY FUND	.00	.00	20,200.00
2024 LATC FUND	.00	.00	.00
2024 SE22 GRANT	.00	.00	.00
2024 ROAD & BRIDGE #1 FUND	.00	13,725.26	440,005.19
2024 ROAD & BRIDGE #2 FUND	.00	13,796.57	468,334.41
2024 ROAD & BRIDGE #3 FUND	.00	11,249.04	438,334.41
2024 ROAD & BRIDGE #4 FUND	.00	13,879.86	438,334.31
2024 CHAPTER 19: FY2020	.00	.00	.00
2024 SAVNS GRANT	.00	.00	1,694.61
2024 HAVA CARES GRANT	.00	.00	.00
2024 JUSTICE COURT TECHNOLOGY	.00	.00	62.23
2024 JUSTICE COURT TECHNOLOGY-JP2	.00	.00	20.34
2024 COUNTY & DISTRICT CRT TECH	.00	.00	266.45
2024 HAVA SECURITY FUND	.00	.00	.00
2024 CTI GRANT	.00	.00	.00
2024 PRETRIAL INTERVENTION FUND	.00	.00	4,122.00
2024 PRE-TRIAL-CLASS C MISD. FUND	.00	.00	7,100.00
2024 AMERICAN RESCUE PLAN GRANT	.00	.00	.00
2024 VITAL STATISTICS	.00	.00	942.00
2024 COUNTY CLERK ARCHIVE	.00	.00	14,390.00
2024 DISTRICT CLERK TECH FUND	.00	.00	40.00
			561.15
			433,333.32
			930.00
			44,946.42
			.00

FUND NAME	**** MONTH TO DATE ****		**** YEAR TO DATE ****	
	REVENUES	EXPENSES	REVENUES	EXPENSES
2024 STATE FEES FUND	.00	.00	.00	.00
2024 SHERIFF SHIELDS	.00	.00	.00	.00
2024 COUNTY CLERK R&M FUND	.00	790.46	15,730.36	26,614.33
2024 DISTRICT CLERK R&M FUND	.00	.00	1,076.77	.00
2024 DISTRICT ATTORNEY FUND	.00	.00	.00	.00
2024 COUNTY ATTORNEY FUND	.00	.00	288.00	.00
2024 DISTRICT CLK REC PRESERV FUND	.00	.00	3,210.00	.00
2024 VEHICLE INVENTORY TAX ACCOUNT	.00	.00	897.39	.00
2024 PASS THROUGH GRANTS	.00	.00	990.00	.00
2024 CORONA VIRUS RELIEF	.00	.00	.00	.00
2024 SHERIFF SEIZED ACCOUNT	.00	.00	.00	.00
2024 DISTRICT ATTORNEY SEIZED ACCT	.00	.00	.00	.00
2024 DIST ATTY DRUG FORFEITURE FUND	.00	.00	4,422.20	20,405.97
2024 SHERIFF FORFEITURE FUND	.00	.00	37.83	8,257.30
2024 CAPITAL MURDER FUND	.00	.00	12,000.00	7,382.00
2024 STATE CRIMINAL ALIEN ASST PROG	.00	.00	.00	.00
2024 SHERIFF COMMISSARY FUND	.00	2,899.38	30,000.00	35,746.96
2024 NO FUND RECORD	.00	.00	.00	.00
2024 TITUS COUNTY DEBT SERVICE FUND	.00	.00	5,005,841.23	1,612.50
2024 NO FUND RECORD	.00	.00	.00	.00
2024 TITUS COUNTY BELL TOWER FUND	.00	.00	.00	.00
2024 2004 RIGHT OF WAY	.00	.00	1,389.21	51.71
2024 NO FUND RECORD	.00	.00	.00	.00
2024 NO FUND RECORD	.00	.00	.00	.00
2024 COMMISSARY STORE	.00	.00	37,976.64	30,000.00
2024 ELECTION FUND	.00	5,249.38	241,330.49	72,018.80

FUND NAME	**** MONTH TO DATE **** REVENUES	**** MONTH TO DATE **** EXPENSES	**** YEAR TO DATE **** REVENUES	**** YEAR TO DATE **** EXPENSES
2024 MAINTENANCE BLDG FUND	.00	8,332.07	195,157.74	95,551.67
2024 INSURANCE FUND	510.04	.00	627,356.62	498,422.99
2024 DISTRICT CLERK AGENCY FUND	.00	.00	.00	.00
2024 COUNTY CLERK AGENCY FUND	.00	.00	.00	.00
2024 BAIL BOND BOARD ACCOUNT	.00	.00	.00	.00
2024 GENERAL FIXED ASSETS	.00	.00	.00	.00
2024 GENERAL L/T DEBT ACCOUNT GROUP	.00	.00	.00	.00
TOTAL	6,298.14	348,531.36	15,079,481.49	6,872,661.33

TITUS COUNTY
TRIAL BALANCE SHEET
SUMMARY TOTALS BY FUND FOR FEBRUARY

	TOTAL ASSETS	TOTAL LIABILITIES	TOTAL FUND BALANCE	TOTAL REVENUE	TOTAL EXPENDITURES	TOTAL FUND EQUITY	TOTAL LIABILITIES AND FUND BALANCE
010 - GENERAL COUNTY FUND	21,410,545.51	5,508,813.88-	13,690,761.85-	6,842,352.76-	4,631,382.98	15,901,731.63-	21,410,545.51-
014 - JUSTICE COURTHOUSE SECURITY	14,196.22	.00	14,175.30-	20.92-	.00	14,196.22-	14,196.22-
015 - OPIOID TRUST FUND	12,166.28	12,166.28-	.00	.00	.00	.00	12,166.28-
016 - SECURITY FEES FUND	15,700.66	.00	12,987.88-	2,712.78-	.00	15,700.66-	15,700.66-
017 - JURY FUND	290,920.56	15,255.12-	153,021.24-	222,844.60-	100,200.40	275,665.44-	290,920.56-
018 - LAW LIBRARY FUND	35,616.09	215.00-	19,456.08-	20,200.00-	4,254.99	35,401.09-	35,616.09-
019 - LATC FUND	100,000.00	100,000.00-	.00	.00	.00	.00	100,000.00-
020 - SB22 GRANT	.00	.00	.00	.00	.00	.00	.00
021 - ROAD & BRIDGE #1 FUND	688,156.13	43,398.29-	397,162.57-	440,005.19-	192,409.92	644,757.84-	688,156.13-
022 - ROAD & BRIDGE #2 FUND	687,190.92	43,056.42-	426,026.32-	468,334.41-	250,226.23	644,134.50-	687,190.92-
023 - ROAD & BRIDGE #3 FUND	401,919.40	42,550.12-	142,012.86-	438,334.41-	220,977.99	359,369.28-	401,919.40-
024 - ROAD & BRIDGE #4 FUND	664,234.57	43,249.09-	377,611.26-	438,334.31-	194,960.09	620,985.48-	664,234.57-
025 - CHAPTER 19: FY2020	.00	.00	.00	.00	.00	.00	.00
026 - SAVNS GRANT	.00	.00	.00	1,694.61-	1,694.61	.00	.00
027 - HAVA CARES GRANT	.00	.00	.00	.00	.00	.00	.00
028 - JUSTICE COURT TECHNOLOGY	30,833.23	.00	31,130.50-	62.23-	359.50	30,833.23-	30,833.23-
029 - JUSTICE COURT TECHNOLOGY-JP2	7,739.46	.00	8,078.62-	20.34-	359.50	7,739.46-	7,739.46-
030 - COUNTY & DISTRICT CRT TECH	18,318.23	.00	18,051.78-	266.45-	.00	18,318.23-	18,318.23-

TITUS COUNTY
TRIAL BALANCE SHEET
SUMMARY TOTALS BY FUND FOR FEBRUARY

TOTAL ASSETS	TOTAL LIABILITIES	TOTAL FUND BALANCE	TOTAL REVENUE	TOTAL EXPENDITURES	TOTAL FUND EQUITY	TOTAL LIABILITIES AND FUND BALANCE
053 - SHERIFF SEIZED ACCOUNT						
47,776.20	47,776.20-	.00	.00	.00	.00	47,776.20-
054 - DISTRICT ATTORNEY SEIZED ACCT						
38,195.94	38,195.94-	.00	.00	.00	.00	38,195.94-
055 - DIST ATTY DRUG FORFEITURE FUND						
103,719.07	.00	119,702.84-	4,422.20-	20,405.97	103,719.07-	103,719.07-
056 - SHERIFF FORFEITURE FUND						
11,290.93	.00	19,510.40-	37.83-	8,257.30	11,290.93-	11,290.93-
057 - CAPITAL MURDER FUND						
112,618.00	.00	108,000.00-	12,000.00-	7,382.00	112,618.00-	112,618.00-
058 - STATE CRIMINAL ALIEN ASST PROG						
6,844.98	.00	6,844.98-	.00	.00	6,844.98-	6,844.98-
059 - SHERIFF COMMISSARY FUND						
139,947.38	593.36-	145,100.98-	30,000.00-	35,746.96	139,354.02-	139,947.38-
065 - TITUS COUNTY DEBT SERVICE FUND						
10,112,280.69	88,816.00-	5,019,235.96-	5,005,841.23-	1,612.50	10,023,464.69-	10,112,280.69-
073 - TITUS COUNTY BELL TOWER FUND						
5,873.67	.00	5,873.67-	.00	.00	5,873.67-	5,873.67-
075 - 2004 RIGHT OF WAY						
544,719.81	.00	543,382.31-	1,389.21-	51.71	544,719.81-	544,719.81-
083 - COMMISSARY STORE						
104,966.15	.00	96,989.51-	37,976.64-	30,000.00	104,966.15-	104,966.15-
084 - ELECTION FUND						
365,114.66	6,507.96-	189,295.01-	241,330.49-	72,018.80	358,606.70-	365,114.66-
085 - MAINTENANCE BLDG FUND						
375,536.20	4,167.05-	271,763.08-	195,157.74-	95,551.67	371,369.15-	375,536.20-
086 - INSURANCE FUND						
619,416.52	12,675.60-	477,807.29-	627,356.62-	498,422.99	606,740.92-	619,416.52-
090 - DISTRICT CLERK AGENCY FUND						
1,234,619.05	1,234,619.05-	.00	.00	.00	.00	.00
091 - COUNTY CLERK AGENCY FUND						
642,790.31	642,790.31-	.00	.00	.00	.00	642,790.31-
092 - BAIL BOND BOARD ACCOUNT						
221,420.33	221,420.32-	.01-	.00	.00	.01-	221,420.33-
096 - GENERAL FIXED ASSETS						
36,674,415.30	.00	36,674,415.30-	.00	.00	.00	.00

TITUS COUNTY
 TRIAL BALANCE SHEET
 SUMMARY TOTALS BY FUND FOR FEBRUARY

	TOTAL ASSETS	TOTAL LIABILITIES	TOTAL FUND BALANCE	TOTAL REVENUE	TOTAL EXPENDITURES	TOTAL FUND EQUITY	TOTAL LIABILITIES AND FUND BALANCE
097 - GENERAL L/T DEBT ACCOUNT GROUP	93,410,000.00	93,410,000.00-	.00	.00	.00	.00	93,410,000.00-

098 - PAYROLL CLEARING FUND	.00	.00	.00	.00	.00	.00	.00

GRAND TOTALS	171,163,452.84	103,394,063.72-	59,562,568.96-	15,079,481.49-	6,872,661.33	31,094,973.82-	133,254,418.49-

FUND NAME	CHECKING ACCOUNT	CHECKING AMOUNT	TDOA ACCOUNT	TDOA AMOUNT	FUND TOTAL
2024 010 GENERAL COUNTY FUND	MAIN				
	MAIN	1,000.00			
	MAIN	2,500.00			
	MAIN	800.00			
	MAIN	12,037,970.35			
	MAIN	4,000,000.00			
					16,042,270.35
2024 014 JUSTICE COURTHOUSE SECURITY	MAIN	14,196.22			
					14,196.22
2024 015 OPTOID TRUST FUND	MAIN	12,166.28			
					12,166.28
2024 016 SECURITY FEES FUND	MAIN	15,700.66			
					15,700.66
2024 017 JURY FUND	MAIN	5,000.00			
	MAIN	272,014.56			
					277,014.56
2024 018 LAW LIBRARY FUND	MAIN	35,616.09			
					35,616.09
2024 019 LATC FUND	MAIN	100,000.00			
					100,000.00
2024 020 SE22 GRANT	MAIN				
2024 021 ROAD & BRIDGE #1 FUND	MAIN	647,743.13			
					647,743.13
2024 022 ROAD & BRIDGE #2 FUND	MAIN	646,777.92			
					646,777.92
2024 023 ROAD & BRIDGE #3 FUND	MAIN	361,506.40			
					361,506.40
2024 024 ROAD & BRIDGE #4 FUND	MAIN	623,821.57			
					623,821.57
2024 025 CHAPTER 19: FY2020	MAIN				
2024 026 SAYNS GRANT	MAIN				
2024 027 HAVA CARES GRANT	MAIN				
2024 028 JUSTICE COURT TECHNOLOGY	MAIN	30,833.23			
					30,833.23
2024 029 JUSTICE COURT TECHNOLOGY-JP2MAIN	MAIN	7,739.46			
					7,739.46
2024 030 COUNTY & DISTRICT CRT TECH	MAIN	18,318.23			
					18,318.23
2024 031 HAVA SECURITY FUND	MAIN				
	MAIN				
2024 032 CTI GRANT	MAIN				
2024 033 PRETRIAL INTERVENTION FUND	MAIN	20,136.31			
					20,136.31
2024 034 PRE-TRIAL-CLASS C MISD. FUNDMAIN	MAIN	11,596.00			
					11,596.00
2024 035 AMERICAN RESCUE PLAN GRANT	MAIN	961,666.72			
					961,666.72

FUND NAME	CHECKING ACCOUNT	CHECKING AMOUNT	TDOA ACCOUNT	TDOA AMOUNT	FUND TOTAL
2024 036 VITAL STATISTICS	MAIN	11,685.75			11,685.75
2024 037 COUNTY CLERK ARCHIVE	MAIN	192,611.81			192,611.81
2024 040 DISTRICT CLERK TECH FUND	MAIN	12,014.05			12,014.05
2024 041 STATE FEES FUND	MAIN	55,244.66			55,244.66
2024 042 SHERIFF SHIELDS	MAIN				
2024 043 COUNTY CLERK R&M FUND	MAIN	251,691.41			251,691.41
2024 044 DISTRICT CLERK R&M FUND	MAIN	15,466.81			15,466.81
2024 047 DISTRICT ATTORNEY FUND	MAIN	925.82			925.82
2024 048 COUNTY ATTORNEY FUND	MAIN	4,317.96			4,317.96
2024 049 DISTRICT CLK REC PRESERV FUNMAIN	MAIN	43,960.93			43,960.93
2024 050 VEHICLE INVENTORY TAX ACCOUNT INV TAX	MAIN	432,062.16			432,062.16
2024 051 PASS THROUGH GRANTS	MAIN	990.00			990.00
2024 052 CORONA VIRUS RELIEF	MAIN				
2024 053 SHERIFF SEIZED ACCOUNT	SO SEIZED	47,776.20			47,776.20
2024 054 DISTRICT ATTORNEY SEIZED ACCDA SEIZED		38,195.94			38,195.94
2024 055 DIST ATTY DRUG FORFEITURE FUDRUG FORF DRUG FORF		103,719.07			103,719.07
2024 056 SHERIFF FORFEITURE FUND	FORFEIT SO FORFEIT	4,500.00 6,790.93			11,290.93
2024 057 CAPITAL MURDER FUND	MAIN	112,618.00			112,618.00
2024 058 STATE CRIMINAL ALIEN ASST PRMAIN	MAIN	6,844.98			6,844.98
2024 059 SHERIFF COMMISSARY FUND	MAIN MAIN	139,947.38			139,947.38
2024 065 TITUS COUNTY DEBT SERVICE FU'12ABNDI&S '12ABNDI&S		5,523,464.69 4,500,000.00			10,023,464.69
2024 073 TITUS COUNTY BELL TOWER FUNDMAIN		5,873.67			5,873.67
2024 075 2004 RIGHT OF WAY 04 ROW	2004 ROW 04 ROW	544,719.81			544,719.81
2024 083 COMMISSARY STORE	COMM STORE	34,712.48			34,712.48
2024 084 ELECTION FUND	MAIN	328,724.82			328,724.82
2024 085 MAINTENANCE BLDG FUND	MAIN	234,388.38			234,388.38

FUND NAME	CHECKING ACCOUNT	CHECKING AMOUNT	TDOA ACCOUNT	TDOA AMOUNT	FUND TOTAL
2024 086 INSURANCE FUND	MAIN	619,416.51			619,416.52
	INS CLAIMS	.01			
2024 090 DISTRICT CLERK AGENCY FUND	DIST CLK	35,129.47			
	DIST CLK	35,790.92			
	DIST CLK	433,739.96			
	DIST CLK	729,958.70			1,234,619.05
2024 091 COUNTY CLERK AGENCY FUND	CNTY CLK	157,239.25			
	CNTY CLK	28,184.71			
	CNTY CLK	457,366.35			642,790.31
2024 092 BAIL BOND BOARD ACCOUNT	BBB ACCT	.01			
	BBB ACCT				
	BBB ACCT				
	BBB ACCT				
	BBB ACCT				
	BBB ACCT				
	BBB ACCT	120,090.80			
	BBB ACCT	51,329.52			171,420.33
2024 096 GENERAL FIXED ASSETS					
2024 097 GENERAL L/T DEBT ACCOUNT GRO					
2024 098 PAYROLL CLEARING FUND	PAYROLL				
TOTAL		35,148,597.05			35,148,597.05

CHECK ACCOUNT

ACCOUNT BALANCE - MAIN
 ACCOUNT BALANCE - VH INV TAX
 ACCOUNT BALANCE - SO SEIZED
 ACCOUNT BALANCE - DA SEIZED
 ACCOUNT BALANCE - DRUG FORF
 ACCOUNT BALANCE - FORFEIT
 ACCOUNT BALANCE - SO FORFEIT
 ACCOUNT BALANCE - '12BNDI&S
 ACCOUNT BALANCE - 2004 ROW
 ACCOUNT BALANCE - COMM STORE
 ACCOUNT BALANCE - INS CLAIMS
 ACCOUNT BALANCE - DIST CLK
 ACCOUNT BALANCE - CNTY CLK
 ACCOUNT BALANCE - BBB ACCT

TOTAL

CHECK

21,863,826.07
 432,062.16
 47,776.20
 38,195.94
 103,719.07
 4,500.00
 6,790.93
 10,023,464.69
 544,719.81
 34,712.48
 .01
 1,234,619.05
 642,790.31
 171,420.33

35,148,597.05

TDOA ACCOUNT

TDOA

TOTAL



Barbara Shurbet

*County Auditor
Titus County Courthouse*

2-12-2024

UPDATE TO CREDIT CARD PROCEDURES FOR COMMISSIONERS

BACKGROUND

Commissioners requested credit cards in early 2023. The county auditor developed the accounting procedures as directed by statute for the use of the cards. A copy of those procedures is attached. These procedures continue to apply.

The commissioners have not picked up the credit cards and the cards have not been used. This decision to not pick up the cards has been at the discretion of each commissioner. The auditor's office works diligently to provide immediate purchase orders as requested and also maintains charge accounts for fuel with a local vendor.

UPDATE

Titus County purchased a new pickup for each commissioner during the last fiscal year. Occasionally, commissioners have a need to conduct County business outside Titus County. When this occurs, they might possibly need to purchase fuel, automotive repairs or have other expenses related to the out-of-county travel. For example, the commissioners generally attend a training each year in February at College Station. Previously, commissioners were paid mileage for the use of their personal vehicles. Mileage cannot be paid for vehicles that are County owned. This means that they will likely need to purchase fuel for the County owned vehicles or possibly incur other costs related to this travel.

Judge Cooper has asked the auditor to release the credit cards for this out-of-county trip. He further requested that the commissioners turn the cards in upon their return. Judge Cooper does not have a credit card.

ADDITIONAL PROCEDURES

Commissioners can pick up the credit card a few days before the out-of-county trip and return the card within three days of return. Receipts are required.

Many thanks to the commissioner for your attention to these accounting procedures. Please contact the auditor's office with any questions.



Barbara Shurbet

*County Auditor
Titus County Courthouse*

Titus County Commissioners have requested individual credit cards. The limit on each card is \$ 1,000. Historically, commissioners have not had individual credit cards. Instead, one County credit card has been maintained in the county auditor's office and checked out as needed. This method will be continued for all elected officials except for commissioners. In total, the commissioners have checked this card out 16 times in the past 3 years.

This form provides the instructions for the use of the individual credit cards:

- 1) These cards are for emergency purchases only.
- 2) If the vendor is an approved vendor for the County, please call the auditor's office and request a Purchase Order. Do not pay with credit card.
- 3) If the vendor is not an approved vendor, then use of the credit card is acceptable.
- 4) If the card is used, then contact the auditor's office immediately or as soon as possible to request a purchase order. Same day reporting is requested.
- 5) Turn in receipt with signature and account code to be used for the payment as soon as possible.
- 6) Contact the vendor to collect the necessary information to have them set up as an approved vendor. New Vendor Packet is attached.
- 7) Purchases cannot be separated to circumvent the sequential purchasing state law requirements.
- 8) This card cannot be used to purchase fuel, oil or items for vehicles that are not owned by Titus County.
- 9) These requirements are subject to change if problems occur.

Many thanks to the commissioners for your attention to these accounting procedures. Please contact the auditor's office with any questions.

Titus County Auditor
100 W. 1st Street, Suite 106, Mt Pleasant, Texas 75455
(903) 572-8101 † auditor@co.titus.tx.us

Dear Vendor:

Welcome to Titus County!

Attached please find information and forms that must be completed prior to doing business with Titus County. **Please note vendors must submit a completed and signed W-9 and a Certificate of Insurance.** Vendors should also visit the Titus County Webpage regularly for bid opportunities, information, and update. Please click on the purchasing link under County Information on the lower left side of the homepage at www.co.titus.tx.us. I have also listed some helpful hints below to aid you in doing business with Titus County. Please contact the auditors office via email or phone should you have any questions or require assistance in completing this application. The purchasing contact is Ms. Linda Marshall. You can reach her at the above email and phone number.

Thank you for your interest in doing business with Titus County; we look forward to working with you!

Barbara Shurbet, Titus County Auditor
Titus County, Texas

Helpful Hints:

Vendors Should Always:

- v' Request and obtain a Purchase Order Number from the County prior to delivering any items or performing services.
- v' Reference the Purchase Order Number on the invoice.
- v' Obtain a legible signature, the name and telephone number from the individual receiving the goods or services on behalf of the ordering department.

Vendors should NOT:

- v' Accept orders without a Purchase Order Number. These orders are not the responsibility of Titus County.
- v' Modify orders unless the Auditor's Office has issued an amendment to the Purchase Order.
- v' Invoice for items that have not been delivered.

Titus County Auditor Department
100 W. 1st Street, Suite 106, Mt Pleasant, Texas 75455
Phone (903) 572-8101 ~ Fax (903) 572-1467 ~ auditor@co.titus.tx.us

VENDOR REGISTRATION REQUEST FORM

Return this form with your application

To: Titus County Auditor Dept.
Fax: (903)-572-1467 or
E-Mail: auditor@co.titus.tx.us

Requested by:

Phone

E-mail

Name of Vendor (As reported on Federal tax return)

Contact Name

Billing Address

City/State/Zip

Telephone

Facsimile

E-mail

**A COMPLETED AND SIGNED W-9 AND CERTIFICATE OF INSURANCE
MUST BE ATTACHED TO THIS REQUEST**

Titus County Auditor
100 W. 1st Street, Suite 106
Mt Pleasant, Texas 75455
Office: 903-572-8101 Fax: 903-572-1467
<http://www.co.titus.tx.us/> [Email: auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us)

VENDOR BILLING INFORMATION FORM

Return this form with your application

Please type or print information

Company Name	DBA Name
Remittance Address	
Purchase Order Address (if different)	
A/R Contact	E-mail
Phone	Fax
Sales Representative	E-mail
Phone	Fax
Tax ID Number	Discount if offered, terms
Certifications (Please include copies of certificates):	
IS Certificate of Insurance Attached?	YES NO
IS W-9 Attached?	YES NO
Signature/Title	Date

Titus County, Texas
100 W. 1st Street, Suite 106
Mt Pleasant, Texas 75455
Office: 903-572-8101 Fax: 903-572-1467
<http://www.co.titus.tx.us/> Email: auditor@co.titus.tx.us

VENDOR INFORMATION – TYPE OF WORK OFFERED:

Return this form with your application

1. Please list type of work for which you would like to be considered.

2. Please note that completion of this packet does not guarantee that you will be selected. Completion of this packet is an opportunity for you to notify elected officials of the type of work you are capable of performing.
3. If you would like to include a rate sheet with the hourly rate for the various types work you are offering to perform, please attach the rate sheet.
4. If rate sheet is attached when do these rates expire? _____

MM/DD/YEAR

SIGNATURE/TITLE

DATE

Conflict of Interests

Beginning January 1, 2006, a new state law (Chapter 176 of the Texas Local Government Code) requires the filing of conflict-of-interest questionnaires by certain individuals and businesses.

The questionnaire requires disclosure of certain business and gift giving relationships, if any, the filers may have with commissioner's court members, the purchasing agent, and any other elected/appointed officials.

The new law applies to:

- ☞ businesses and individuals who contract with the County,
- ☞ businesses and individuals who seek to contract with the County, (regardless of whether a bidder is awarded the contract), and
- ☞ Agents who represent such businesses in their business dealings with the County.

If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each individual, business, and agent who is subject to the law's filing requirement. A copy of this form is attached.

If you are required to file a Conflict-of-Interest Questionnaire, you should file with the county clerk by mailing it to the county clerk's office at:

Titus County Clerk
100 W 1st Street, Suite 204
Mt Pleasant, Texas 75455

Phone: 903-577-6796

Fax: 903-572-5078

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
2 Business name/disregarded entity name, if different from above
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.
6 City, state, and ZIP code
7 List account number(s) here (optional)
Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> </tr> </table>				
OR				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> </tr> </table>				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISO (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.