



WOODFORD COUNTY FISCAL COURT

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2026-2027 Fiscal Year

ANNUAL LIST OF JUDGE/EXECUTIVE'S AUTHORIZED DESIGNEES FOR ISSUANCE OF PURCHASE ORDERS

Pursuant to the Woodford County Code of Ordinances **33.16 Procurement Procedures (B)**, "The Judge/Executive and each department head shall have the authority to make all small purchases for the respective department. All purchases shall be made in accordance with the small purchase procedures, as set forth in 33.17." and **33.17 Small Purchase Procedures (A) (2) (7) and (B)**, "Purchase orders in excess of \$2,000 shall be issued by the County Judge/Executive, or his or her authorized designee. A list of authorized designees by title shall be provided to the Fiscal Court on an annual basis. The Judge/Executive or his or her titled designee shall approve purchase orders in excess of \$2,000 only when all above conditions are met. The authorized persons as aforesaid in 33.16 may purchase for their respective departments any supplies, services, and the like at a cost of \$1,000 or less without purchase order."

The County Judge/Executive further orders the following authorized designees to have the authority to issue purchase orders:

Departments	Authorized Designees
Judge/Executive	Executive Administrative Assistant
Judge/Executive	Finance Officer
Judge/Executive	Fiscal Court Clerk
Ambulance	Director
Animal Control	Supervisor
Coroner	Coroner
County Clerk	County Clerk
County Clerk	Deputy Clerk
DES	Director
Jail	Jailer
Jail	Finance Officer
Maintenance	Manager
Recycling/Solid Waste	Director
Recycling/Solid Waste	Operations Supervisor
Road	Supervisor
Road	Executive Administrator Assistant
Road	Administrative Assistant
Sheriff	Sheriff
Sheriff	Administrative Assistant

Signature: _____ Date _____
County Judge/Executive

