



Texas SmartBuy Membership Program

Texas SmartBuy Membership Application

Please complete this form and return it to members@cpa.texas.gov

Contact Information

*Name of Primary Contact & Title: Milton Powers, Tyler County Judge	*Name of Secondary Contact & Title: Jackie Skinner, County Auditor
*Primary Contact Email Address: judge@co.tyler.tx.us	*Secondary Contact Email Address: jskinner.aud@co.tyler.tx.us
Shared Phone Number: 409-283-2141	Shared Email box: 409-283-3652

Note: Please list TWO individuals who will receive all correspondence from CPA. Asterisks denote mandatory fields.

Organization/Qualified Entity Information

Organization/Entity Name: Tyler County	
Address: 100 West Bluff St., Room 105, Woodville, Texas 75979	
Phone number: 409-283-2141	Fax number: 409-331-0028

Superusers

Please add contact information for two individuals who will be Superusers.
Who are Superusers? (Must be set up, edited, and deactivated by Texas SmartBuy Help Desk)

- Can have a Purchaser or Non-Purchaser Role
- Can add and deactivate addresses to the entity address book
- Can edit user roles and application access
- Can add new entity users other than Superuser
- Can deactivate entity users
- Cannot change user email address (contact Texas SmartBuy Help Desk)

Note: Please list two individuals (mandatory) who will be Superusers for your organization. May differ from authorized individuals.

*Name of Superuser: (#1) Emilea Skinner	*Name of Superuser: (#2) Maegan Pope
*Email Address: eskinner.cojudge@co.tyler.tx.us	*Email Address: mpope.aud@co.tyler.tx.us
*Phone Number: 409-283-2141	*Phone Number: 409-283-3652





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Texas SmartBuy Membership Application (concluded)

*Role: Select One for Each User	
Superuser #1	Superuser #2
<input checked="" type="checkbox"/> Agency View Only <ul style="list-style-type: none"> • Can view any POs created by their entity. • This access is good for users like accounts payable or others that need to view POs but aren't in a purchaser role. • These users don't typically have access to other SPD applications. 	<input checked="" type="checkbox"/> Agency View Only <ul style="list-style-type: none"> • Can view any POs created by their entity. • This access is good for users like accounts payable or others that need to view POs but aren't in a purchaser role. • These users don't typically have access to other SPD applications.
<input type="checkbox"/> Agency Purchaser <ul style="list-style-type: none"> • Can create POs. • Can view and edit any PO for their entity. • Can cancel any PO for their entity. 	<input type="checkbox"/> Agency Purchaser <ul style="list-style-type: none"> • Can create POs. • Can view and edit any PO for their entity. • Can cancel any PO for their entity.
Payment Details	
<p>The annual membership fee for participation in the Texas SmartBuy Membership Program is: \$100 – Fee is non-refundable.</p> <p>Options:</p> <ul style="list-style-type: none"> • Credit Card on txsmartbuy.com (preferable) • Check made payable to "Texas Comptroller of Public Accounts" <p>Please mail check to: Texas Comptroller of Public Accounts P.O. Box 13186 Austin, TX 78711</p> <p>Please return this form with payment and all required documents with signatures, if paying via check.</p> <p>Note: Please allow up to two weeks for internal processing at our offices.</p> <p>Questions? Please contact our office at 512-463-3368 or members@cpa.texas.gov</p>	





Texas SmartBuy Membership Program

Resolution

State of Texas, County of Tyler County
(County Entity Located in)

Whereas, the Texas Comptroller of Public Accounts is authorized to provide purchasing services for local governments pursuant to **§§271.082 and 271.083 of the Local Government Code.**

Whereas, the Commissioner's Court
(Enter Board of Directors, City Council, Commissioner's Court, School Board, etc.)

of Tyler County
(Enter Name of Qualified Applicant/Entity), is a:

(Check One of the Following)

- Appraisal District
- Community Supervision/Corrections Department
- County
- Fire Prevention District
- Judicial District
- Library District
- Municipality
- State-funded Assistance Organization
- Special District
 - Emergency Service
 - Housing
 - Political Subdivision
 - Port or Transportation Authority
- Workforce Development Board
- Charter/Academy School
- Council of Governments/Planning Commissions
- Education Service Center
- Hospital District
- Junior/Community College
- Mental Health/Mental Disability Organization
- School District
- Texas Rising Star Care Provider
- Utility District
 - Drainage
 - Municipal
 - Special

defined as an entity qualified to participate in the Texas SmartBuy Membership Program of the Texas Comptroller of Public Accounts pursuant to §271.081 of the Local Government Code.

Milton Powers, County Judge and
Primary Contact and Title

Jackie Skinner, County Auditor
Secondary Contact and Title

is/are authorized to execute all documentation for Tyler County pertaining to its participation in the
(Entity Name)

Texas Comptroller of Public Accounts Cooperative Purchasing Program; and

Whereas, Tyler County acknowledges its obligation to pay annual participation fees established by the
(Entity Name)

Texas Comptroller of Public Accounts.

Now, Therefore Be it Resolved, that request be made to the Texas Comptroller of Public Accounts to approve
Tyler County for participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.
(Entity Name)

Adopted this 9th day of September, _____ by Milton Powers, County Judge
(Entity Name)

By: [Signature] Milton Powers, County Judge
Signature of Chair Printed Name and Title of Chair

[Signature] Milton Powers, County Judge
Signature of Primary Contact Printed Name and Title of Primary Contact

Signature of Secondary Contact Jackie Skinner, County Auditor
Printed Name and Title of Secondary Contact

