

written and signed requisition filed with him in duplicate. One copy shall be retained in his office. When the amount of the purchase does not exceed \$250 he shall make the same and immediately present the bill for same with the other copy of said requisition, attached, to the County Commissioners for payment. When the amount of the purchase will in his judgment exceed \$250 he shall first present one copy of said requisition to the County Commissioners for their approval and said County Commissioners shall immediately act upon the same and when approved by them in writing said purchase shall be made by said Roads Engineer, after requesting bids therefor, and the bill for said purchase, together with the requisition approved by said County Commissioners with a memorandum of the bids received attached thereto, shall be immediately presented by said Roads Engineer to said County Commissioners for payment. Bill shall be paid promptly with a view of securing the largest possible discount. Requisitions, receipted bills and all other original papers and accounts shall be preserved in the office of the County Commissioners and be open to the inspection of any tax payer of Baltimore County. The Baltimore County Roads Engineer shall inspect the roads and bridges of the county as often as may be necessary to thoroughly familiarize himself with the condition and requirements of the county generally and make such special examinations and report as the County Commissioners may require. He shall have full power to suspend work being done by contract if the same is not in his judgment being done according to the contract and the County Commissioners when work is done by contract shall make no payment except upon the written certificate of said Roads Engineer that said work has been done in conformity with such contract. Said engineer shall annually on or before the first day of February in each year make a written report to said County Commissioners and to the Maryland Geological Survey covering the condition of the county roads and the improvements that have been made in each district in the twelve months ending on the last day of the preceding December, showing the amount and kind of material used on each road with a detailed statement of its cost and the amount and cost of labor on each road and the amount of money expended for road purposes in each district. Said report shall contain a concise statement of the amount of money expended in each district and for what items, which concise statement shall be immediately published by the County Commissioners for two successive weeks in one or more newspapers