

ORDINANCE NO. 871

An ordinance establishing purchasing and procurement procedures:

Be it Ordained by the Governing Body of the City of Sedan, Kansas.

SECTION I

Purchasing Agent - duties.

The mayor, or any city department head designated by the Mayor, shall be an authorized purchasing agent for the City. Those persons shall be responsible for:

(A) The purchase of supplies, materials, equipment and contractual services required for any office or department of the city government. Any purchase made by a purchasing agent may not exceed \$100.00 without prior council approval. The mayor may approve purchases not to exceed \$500.00, without prior council approval. Under emergency conditions, where it is essential for the health, safety, or welfare of the people that immediate action be taken, the mayor may approve purchases in excess of \$500.00 without council approval.

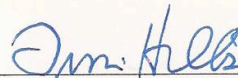
(B) The storage and distribution of all supplies, materials and equipment required by any office or department of the city government.

(C) Establishing written specifications, whenever practicable, for supplies, materials and equipment required by any office or department of the city government. Such specifications shall be definite and certain and shall allow for competition among suppliers.

(D) Maintaining, whenever practicable, a perpetual inventory record of all materials, supplies or equipment stored in storerooms or warehouses.

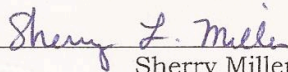
(F) Obtaining as full and open competition as possible on all purchases, contracts and sales.

Adopted by the Governing Body of the City of Sedan, Kansas, this 6th day of September, 2011.



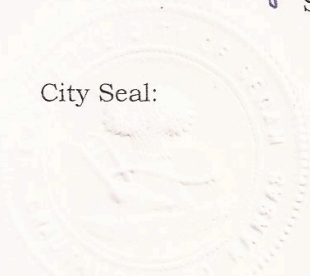
Tim Hills, Mayor

Attest:



Sherry Miller, City Clerk

City Seal:



I hereby certify that the foregoing is a true and correct copy of the original; that said ordinance was passed on the 6th day of September, 2011; that the record of the final vote on its passage is found in the official minute book; that it was published in the Prairie Star Newspaper on the 14th day of September, 2011.

City Clerk

Sherry L. Miller

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