

## **TOWN OF SAXEVILLE POLICY #02-21-2022**

### **TOWN GOVERNED MEMBERS PURCHASING POLICY**

#### **Purpose**

The purpose of this policy is to authorize Town governed members to purchase general needed goods and services outside of board approval.

#### **Policy**

Town governed members may purchase goods and services for Town business as needed for road repairs, town hall maintenance, and office supplies. The purchase of goods and services cannot exceed \$100.00 for a board member and \$500.00 for the Clerk/Treasurer within the time period between monthly Board meetings (Third Monday of each month).

Receipts from the purchase must be turned into the Town Clerk along with an expense report detailing the reason for the purchase.

Tax role supplies may be purchased by the Town Clerk/Treasurer but not to exceed \$1000.00.

The Clerk will include the expense in the next monthly financial report for Board to review.

All purchases not outlined in this policy will require board approval at a regular monthly Board meeting.