

PURCHASING POLICY

Updated 12/23/2020

TERMS

The **Emery Mayor**, the **Municipal Recorder/Clerk**, and the **Town Maintenance Supervisor** are authorized to use town credit cards and also vendor purchasing accounts to procure items necessary for the effective administration of town business and maintenance responsibilities. Hereafter, these individuals will be referred to as "Purchasing Agents."

POLICY

- 1.1) Any purchase (an item; or service + parts) costing \$499 or less can be purchased under the good judgment of the purchasing agent and shall not require Town Council approval.
- 1.2) All Purchases of more than \$500 must be approved in advance by a majority vote of Town Council Members.
- 1.3) All receipts of any purchases, whether by credit card or otherwise, must be remitted to the Accounts Payable clerk within 24 hours of the time of purchase and must be accompanied by an explanation of the purchase.

CREDIT CARDS

- 2.1) Credit Cards (including fuel cards) may be issued to individual purchasing agents. These credit cards are to be used only by the agent whose name is listed on the card; and only when payment "on account," by purchase order, or by invoice is impractical or impossible.

NON-COMPLIANCE

All purchases, whether requiring prior approval or not, will be reviewed by the Town Council and by independent auditors during the town's annual audit.

If any purchasing agent is found in violation of this policy, it may be grounds for immediate termination.