

ORDINANCE NO. 947

An ordinance Amending Ordinance NO. 871 establishing purchasing and procurement procedures:

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

Ordinance NO. 871 is hereby amended and is restated in its entirety to read as follows:

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 \$ 250.00 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 18th day of June 2024.

Attest: Lana Robinson
Lana Robinson, City Clerk

Bryan Blankinship
Bryan Blankinship, Mayor

City Seal: