

RESOLUTION NO. 264

RESOLUTION FORMALLY ESTABLISHING A POLICY FOR PURCHASE OF SUPPLIES AND MATERIALS.

WHEREAS, the City of Brookings has had an informal purchasing policy for several years that stated that no purchases shall be made for more than \$25.00 without a purchase order approved by management; and

WHEREAS, the City's auditors have suggested that a formal purchasing procedure be established;

NOW, THEREFORE BE IT RESOLVED that effective immediately the following purchasing procedures will be strictly adhered to:

1. All purchases of less than \$25.00 shall be signed for by the appropriate department or his delegated alternate.
2. All purchases over \$24.99 and less than \$100.00 must be authorized by a properly signed requisition.
3. All purchases of \$100.00 or more must be authorized by a properly signed Purchase Order.

PASSED by the Council of the City of Brookings and signed by the Mayor on this 28th day of October, 1980.

  
\_\_\_\_\_  
Mayor Elmer Hitchcock

ATTEST:

  
\_\_\_\_\_  
S. E. Herman, City Recorder