

111.1 Purchasing Policy

- A. Single item purchases by an employee are limited to a maximum of \$300. All purchases in excess of \$300 require the prior approval of the Town Chair or a Supervisor.
- B. All Supervisors and employees must check with the Town Clerk to assure that the requested purchase is adequately funded by the budget.
- C. An employee is authorized to obtain bids/price quotes for any amount. However all final purchase decisions on the expenditure of funds must receive the approval of the Town Board.
- D. As much as possible, the Town prefers to do its business within the local community. The final decision as to whether to purchase locally should also consider the time and expense to travel outside the community to purchase the same item that may appear initially to be at a lower cost.
- E. In the case of an emergency such as when there is a danger to the employee and/or equipment due to the weather, time of day or location of inoperative equipment, the employee is authorized to make whatever decision is necessary to alleviate the hazard to life or property. The Chair or a Supervisor must be notified as soon as possible after the event.
- F. This Policy shall take effect and be in force after its approval by the Town of Berry Board of Supervisors

Dated this 21st day of July, 2003

Posted: July 22, 2003

Brenda Kahl, Clerk/Treasurer
Mark Hellenbrand, Supervisor
Terry Zander, Supervisor

Melvorn L Bankes, Chair
Gary Achenbach, Supervisor