

CITY OF STANDISH PURCHASING POLICY

Pursuant to Ordinance #214:

“The City shall maintain a system of purchase orders, each individual purchase order noting at a minimum the following information: date of proposed purchase, item to be purchased, department, reason for purchase, price of purchase and employee making purchase. All purchases in excess of \$100.00 shall first have an executed purchase order.

No employee except a Department Head, or a Department Head’s designee approved by the City Administrator, shall execute a purchase order in excess of \$500.00. All purchase orders in excess of \$500.00 shall be approved by the City Administrator, or the City Administrator’s designee.”

Purchase Initiation: If it is determined that a purchase is going to be in excess of \$100.00, employees are required to obtain a purchase order from the appropriate department head.