

## Purchase Orders (Revision 2018 June)

Purchase Orders shall be used as a means of internal control for budgetary purposes.

Purchase Orders shall be issued for all expenditures over \$1000, including single item purchases and group purchases which add up to over \$1,000 in a single order.

**EMERGENCY:** In the event that construction or repair work must be done on an emergency basis, or if an apparatus, supplies, equipment, or materials must be purchased on an emergency basis, the Public Works Director may approve purchases of over \$1,000 without the Town Manager, but is required to secure approval from the Manager or the Board (in the Manager's absence) within 48 hours of the purchase. The Public Works Director must secure Manager or Town Board approval (in the Manager's absence) for expenditures exceeding \$2,500.

**STANDARD** monthly recurring payments: Further exceptions are utility bills, health insurance premiums, annual permits, or another payment known to occur near the same date every month with a similar amount.

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Diane H. Miller, Town Manager

## Purchase Orders

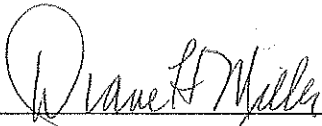
Purchase orders will be used as a means of internal control for budgetary purposes.

Purchase orders will be issued for all expenditures exceeding \$2,500.

**Emergency:** In the event that construction or repair work must be done on an emergency basis or if an apparatus, supplies, materials or equipment must be purchased on an emergency basis, the Public Works Director may approve such purchases exceeding \$2,500 without the immediate approval of the Town Manager but is expected to report such expenditures along with circumstances justifying such expenditures made without Managerial approval within 48 hours to the Manager or if not available to the Town Board of Commissioners. The Public Works Director must receive Town Manager or Board approval for expenditures on an emergency basis that are in excess of \$2,500.

**Standard monthly recurring payments:** Further exceptions are utility bills (electric/phone), health insurance premiums, annual water permits or any payment known to occur near the same date each month and with a similar amount.

Purchase orders are to be signed by the Town Manager or his designee.



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Diane H. Miller, Town Manager