

SECTION E

PURCHASING POLICY

A. Purchasing Policies

1. Purchases shall be made according to and within the limits of Accounts Budgeted at the beginning of the fiscal year or as amended and authorized by the Village Board of Trustees.

2. Purchasing shall be in charge of the Treasurer who shall, in cooperation with the Department Heads, certify to the Board that merchandise has been received in the quality and quantity paid for; that the prices are competitively fair and not excessive; that the bidding procedures are such as to yield the best possible price for the merchandise or service acquired.

3. The conduct and activities of the officers and employees connected with Purchasing shall be in accordance with New York State Laws, and the Village Code of Ethics.

4. Department Heads responsible to the Village Manager for administering a given public Service (Parks and Recreation, Police, Public Works, etc.) shall certify to the Manager by requisition-purchase order that a product or service is needed in the quality or quantity specified; also by voucher for payment via the Treasurer to the Board that the material or service has been received.

5. It shall be the intent of the Village to purchase in bulk through the County's Central Purchase Program whenever possible.

B. Purchasing Procedures

1. There shall be the following records of all purchases:

a. A Requisition by the Department Head specifying the quantity and quality of goods or services needed to be embodied in

b. A Purchase Order (in triplicate) with appropriate Account Numbers; copies to vendor, Manager, department head with the Treasurer verifying funds are available

before signature by the Manager. The Treasurer shall send a copy of Payment Voucher to the Vendor with a copy of the Purchase Order. Where goods or services must be procured in an emergency, a Purchase Order marked "Goods Ordered in Emergency" must be made out as soon as possible to record the transaction and for the Treasurer to encumber the Proper Account.

c. Receipt: A Delivery Ticket to be initialed by Supervisory Personnel delegated in each Department to receive purchases; (Department Heads, General Foremen, Police Sergeants, Senior Recreation Leaders, etc.) This delivery ticket should be sent to the Treasurer to match up with the Purchase Order, both to be attached to the Voucher for payment.

d. Payment Voucher shall be returned, signed by the Vendor requesting payment and should be accompanied by his Invoice or copy of the Purchase Order. The Voucher is then checked in turn by the:

1. Treasurer matching up Purchase Orders, Invoices, Delivery Tickets to be attached.

2. Department Head certifying the material was received and initialing the Voucher for payment.

3. Submitted to the Village Manager for countersignature recommending approval for payment.

Final Audit and Approval is effected by the Board of Trustees.

2. Where the unit cost of any item is less than \$10, no purchase order will be required, but delivery tickets should be secured and must be signed and attached to the vouchers for payment.

3. Where the unit cost of any item is more than \$25, more than one price quotation should be obtained for competitive price reasons.

4. Where the cost of material in a given budget year exceeds \$10,000 or where the cost of labor and material for a project exceeds \$20,000 the Department Head shall prepare a specification with the Treasurer in preparation for the Village Clerk to publish the Legal Notice for

bids.

5. Materials and supplies should not be bought at retail prices when the amount purchased is obviously large enough to justify competitive bidding at wholesale prices.