

RESOLUTION # \_\_\_\_\_ of 2016

RESOLUTION TO AMEND RESOLUTION #21 of 2016 – Purchasing Policies

Resolved that the Town Board of the Town of Dryden Repeals the following Paragraph from Resolution #21 of 2016;

“Purchase orders are required for any purchase in excess of \$500, with the exception of the Highway Department, where the limit shall be \$10,000. Purchase orders will not be required for standard monthly purchases for parts/supplies, and vehicle/equipment repairs unless specifically requested by vendor. Prior approval of either the bookkeeper or the Supervisor is required for purchases of equipment or software (i.e. computers, printers, monitors, copy machines, and items that will be added to the Town’s capital asset list) and employee training/conference attendance that involves overnight lodging.”

And replaces said paragraph in Resolution #21 of 2016 with the following paragraph;

“Approval of the Supervisor or Bookkeeper is required for any purchase in excess of \$500, with the exception of the Highway Department, where the limit shall be \$10,000, and with the exception of the Town Clerk/Receiver of Taxes, where the limit shall be \$2500. Prior approval will not be required for standard monthly purchases for parts/supplies, and vehicle/equipment repairs unless specifically requested by vendor. Prior approval of either the bookkeeper or the Supervisor is required for purchases of equipment or software (i.e. computers, printers, monitors, copy machines, and items that will be added to the Town’s capital asset list) and employee training/conference attendance that involves overnight lodging.”