

## **PURCHASING POLICY**

### **PURPOSE:**

The purposes of this policy are to formalize the purchasing procedures of the Town of Warren in an effort to both save money and to create transparency in the purchasing system for the citizens and potential suppliers of goods and services to the Town. Additionally it is to promote the fair and equitable treatment of all suppliers of goods and services.

The Town shall join other units of government (federal, state, county, municipal and municipal subdivisions, including such quasi-municipal agencies, such as water and sewer districts) in cooperative purchasing plans when the best interest of the Town is served thereby and such action is consistent with applicable law.

The Town Manager shall perform the purchasing functions for the Town.

### **APPLICABILITY:**

- A. No person authorized to act on behalf of the Town shall enter into any agreement or contract with an individual or organization in which said person has a financial interest (conflict of interest).
- B. Employees, including municipal officials of the Town, are prohibited from accepting, directly or indirectly, from any person or organization to which any purchase order or contract is made or is in the process of being reviewed, any payment (other than for a legitimate good or service sold or provided to the town), gift, or anything of value whatsoever.
- C. Neither the purchasing agent nor any department head shall make any purchase or allow any purchase to be made until an appropriation has been approved by the Town Meeting or Select Board, if applicable, unless allowed by law. However, the Town Manager may permit an item to be bid prior to the approval of an appropriation if it is in the best interest of the Town and will so note in the bid materials that the bid approval is subject to the appropriation being approved at Town Meeting.

### **PURCHASES:**

- A. Purchases over \$200.00 shall be made only by written purchase order. Purchase orders must state quantity, description, and other specifications as are appropriate to define the item(s) or service(s) required.
- B. Purchase of single items not exceeding \$2000.00 shall be made on a competitive basis to the maximum extent practical and shall be supported by a record of price quotations from three competitive sources or adequate explanation justifying the absence of such completion. Such quotations may be obtained in writing, verbally, or by such other means as may be prescribed by the Town Manager as appropriate to the circumstances.