

TOWN OF RANDOLPH PURCHASING POLICY

RANDOLPH TOWN COUNCIL CREATED A PURCHASING POLICY IN REGARDS TO REQUISITIONS AND TO MAINTAIN OUR COMPLIANCE WITH STATE LAW

TOWN OF RANDOLPH PURCHASING POLICY IS AS FOLLOWS:

Purchasing policy for THE TOWN OF RANDOLPH employees is as follows:

1. All expenditures over \$500 will have prior approval from the Town Council; and all expenditures of \$1,500.00 or over require a minimum of three bids. All bids will be presented for Council approval.
2. Reimbursement for items purchased must have a receipt turned in to the Town clerk.
3. Council members and town employees will be willing to assist with purchases to keep us in compliance with this policy.
4. In the event of an Emergency situation, the bid process is not required; however the approval of an employee and a Council member or two Council members is required.