

## CHAPTER 178

### PURCHASING PROCEDURES

**[HISTORY: Adopted by the Board of Selectmen 9-23-2002 by Ordinance No. 02-04. *Editor's Note: This ordinance also repealed former Chapter 178, Purchasing Procedures, adopted by the Board of Selectmen 9-25-1995 by Ordinance No. 95-3.***

**Amendments noted where applicable.]**

#### **§ 178-1 Payment of monies.**

All expenditures in the Town General Fund shall be paid out only as authorized by the Board of Selectmen on checks drawn by the Treasurer, or Deputy Treasurer, in accordance with the Internal Control procedures adopted by the Board of Selectmen. In emergency situations, approval may be obtained from the Town Administrator for unbudgeted purchases in the amount of one cent (\$0.01) to five thousand dollars (\$5,000.). Transfers may be approved by the Town Administrator. Either of these actions by the Town Administrator is to be included on the next manifest for Board of Selectmen review and/or approval.

#### **§ 178-2 Use of payment vouchers.**

A completed payment voucher and supporting documentation is required for all expenditures. All requests for payment must be submitted to the Finance Department for processing in accordance with the Internal Control procedures adopted by the Board of Selectmen. Only department heads, or their designees, are authorized to make purchases on behalf of the Town up to the amount of five thousand dollars (\$5,000.).

#### **§ 178-3 Bid process.**

Purchases/repairs in the amount of five thousand dollars (\$5,000) and over must be approved by the Board of Selectmen after three (3) competitive bids. The results of the three (3) competitive bids required for purchases over five thousand dollars (\$5,000) shall be submitted to the Town Administrator for review and submission to the Board of Selectmen for its review and disposition. Consecutive

purchases from the same vendor, for the same purpose, shall be considered to be one purchase.

#### **§ 178-4 Bid process exceptions.**

No competitive bids, as called for in § **178-3**, shall be required when purchasing through the State of New Hampshire or at prices comparable to State of New Hampshire bid prices. The requirement for three (3) competitive bids may also be waived in specific instances by a majority vote of the Board of Selectmen. Waiver requests must be submitted, in writing, to the Town Administrator for review and submission to the Board of Selectmen for its review and disposition.