

MEMO FROM THE CLERK TREASURER  
APRIL 21, 1994

TO: ALL BOARD MEMBERS  
TOWN EMPLOYEES  
POLICE DEPARTMENT

BECAUSE OF THE EXTREME RESPONSIBILITY MY POSITION CARRIES I HAVE THE FOLLOWING RECOMMENDATIONS AS TO HOW PURCHASING SHOULD BE DONE IN THE FUTURE. FIRST, I FEEL WE SHOULD HAVE SOME FORM OF PURCHASE ORDER TO START THE ORDERING PROCEDURE.

1. ALL PURCHASE ORDER FORMS ARE TO BE SIGNED IN ADVANCE BY AT LEAST THREE BOARD MEMBERS FOR ALL PURCHASES OVER \$100.00.
  - A. EXCLUSIONS TO THIS RULE WOULD BE OFFICE SUPPLIES BECAUSE OF THE NECESSITY TO FUNCTION.
2. CLERK MUST INITIAL ALL PO'S AND MUST GIVE APPROVAL FOR ANY PURCHASES MADE EVEN THOSE UNDER \$100.00.
3. COPIES OF ALL PO'S WILL BE PROVIDED TO COUNCIL MEMBERS AND A COPY TO THE DEPARTMENT HEAD FOR WHICH THE PURCHASE IS MADE.
4. CLERK WILL RETAIN COPIES OF ALL PO'S TO MONITOR EXPENDITURES FROM FUNDS.
5. IN EMERGENCY SITUATIONS - THE CLERK CAN APPROVE PURCHASES OVER \$100.00

APPROVED BY TOWN COUNCIL May 16, 1994

Gary J. Smith  
Timothy E. Leatlerang  
Conrad J. Frederick  
Paul J. Lumbard