

**TOWN OF BARTONVILLE
RESOLUTION NO. 2026-02**

**A RESOLUTION OF THE TOWN OF BARTONVILLE, ESTABLISHING AND ADOPTING
A PURCHASING POLICY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING
FOR AN EFFECTIVE DATE.**

WHEREAS, the Town of Bartonville, Texas, is a Type A General Law Municipality located in Denton County, Texas, created in accordance with provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the Town of Bartonville, Texas (“Town”), is a general law municipality empowered under the Texas Local Government Code, Section 51.001, to adopt an ordinance or rule that is for the good government of the Town; and

WHEREAS, purchasing is a critical component of transforming the authorized Town budget into the delivery of municipal services, and such processes must be structured to enable staff to achieve maximum value with limited resources while ensuring compliance with all applicable local, state, and federal laws and regulations. The nature of each purchase—including the budgeted item, fund, and funding source—shall determine the appropriate procurement method; and

WHEREAS, the Town of Bartonville is required to establish and maintain a capitalization policy for capital assets in accordance with generally accepted accounting principles and the requirements of the Governmental Accounting Standards Board (GASB); and

WHEREAS, the Town Council has determined that increasing the capitalization threshold for capital assets is in the best interest of the Town to promote efficient financial reporting and streamlined administrative processes; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS:

SECTION 1.

That the foregoing recitals are hereby found to be true and correct findings of the Town of Bartonville, Texas, and are fully incorporated into the body of this resolution.

SECTION 2.

Section 2. That the Town of Bartonville does hereby adopt a Purchasing Policy. The Purchasing Policy attached hereto as Exhibit A (“Purchasing Policy of the Town of Bartonville, Texas”) and made a part hereof for all purposes is hereby reviewed and adopted as the Purchasing Policy of the Town of Bartonville, Texas.

PASSED AND APPROVED by the Town Council of the Town of Bartonville, Texas, on this the 17th day of March 2026.

APPROVED:

Jaclyn Carrington,
Mayor

ATTEST:

Shannon Montgomery, TRMC
Town Secretary

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EXHIBIT "A"



**TOWN OF BARTONVILLE, TEXAS
PURCHASING POLICY**

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I. Purpose.

This division establishes purchasing policies and procedures for the Town in compliance with applicable federal laws, the Texas Local Government Code, and generally accepted public-sector procurement standards. Responsibility for initiating purchases rests with the department head requesting goods or services necessary to carry out approved and budgeted Town operations.

All purchases, regardless of dollar amount, shall be treated as contractual obligations of the Town and shall be conducted in a manner that promotes transparency, accountability, fiscal responsibility, and fair competition. These procedures are designed to minimize costs, ensure compliance with procurement laws, and maximize value to the Town through appropriate competition, negotiation where permitted, and effective contract administration.

Timely approvals, documentation, and communication are required to support efficient operations. The Town's overall objective is to provide high-quality services to its residents while ensuring responsible stewardship of public funds.

II. Overview of Purchasing Procedures.

- (a) Purchasing activities shall be conducted in accordance with the annual budget adopted by the Town Council. Departments may initiate purchases only for goods and services that are budgeted or otherwise authorized.
- (b) Department heads are responsible for ensuring sufficient funds are available prior to initiating any purchase. The Town Administrator and/or Town Secretary shall provide oversight and guidance for purchases subject to competitive procurement requirements under state or federal law.
- (c) Department heads may designate qualified employees to assist with purchasing functions. All personnel involved in purchasing must be familiar with this policy and applicable federal and state procurement laws.
- (d) Internal approval thresholds are as follows and do not supersede statutory procurement requirements:
 - Purchases over \$500 and under \$3,000 require advanced approval by the department head.
 - Purchases of \$3,000 or more require prior approval from the Town Administrator.
 - Purchases that meet or exceed state or federal competitive procurement thresholds shall follow the applicable statutory process regardless of internal approval levels.

III. Summary of Purchasing Thresholds.

- (a) Purchases under \$500.00. Purchases under \$500 may be approved verbally or electronically by the department head prior to purchase.

- (b) Purchases from \$500.00 to \$2,999.99. All purchases within this range must be approved in writing by the department head prior to purchase.
- (c) Purchases from \$3,000.00 to \$99,999.99. Purchases within this range require prior approval by the Town Administrator. Departments shall seek competitive pricing when practicable and submit documentation identifying the item, vendor, pricing, budget account, and justification.
- (d) Purchases of \$100,000.00 or More. Purchases meeting or exceeding the statutory threshold shall be procured through competitive sealed bidding, competitive sealed proposals, or another method authorized by state law, with Town Council approval.

IV. Competitive Procurement Procedures.

- (a) Departments are responsible for ensuring best value is obtained for all purchases. Competitive procurement shall be conducted when required by law or when deemed in the best interest of the Town.
- (b) For purchases estimated to exceed \$3,000 but remain below the statutory bidding threshold, departments shall:
 1. Identify and describe the goods or services;
 2. Solicit pricing or proposals from multiple vendors when practicable;
 3. Make good faith efforts to include historically underutilized businesses, as required by law;
 4. Submit documentation to the department head and Town Administrator for approval prior to purchase;
 5. Complete the purchase only after approval;
 6. Verify receipt and satisfactory performance;
 7. Submit proper documentation for payment;
 8. Monitor warranty, maintenance, and performance obligations.

V. Requests for Purchase and Payment.

- (a) Requests for purchases exceeding \$3,000 but below the statutory competitive threshold shall include:
 1. Description of goods or services;
 2. Vendor information;
 3. Pricing documentation or quotes, when applicable;
 4. Budget account number;

5. Estimated delivery date;
6. Department head approval;
7. Any additional approvals required.

(b) Requests for payment must be submitted by the department head and include vendor information, invoice documentation, budget account, and evidence of approval.

VI. Purchases Subject to Competitive Sealed Bidding or Proposals.

- (a) All purchases in excess of \$100,000 shall be conducted in accordance with Texas Local Government Code Chapter 252.021 and any applicable federal requirements.
- (b) The Town Secretary shall coordinate publication, receipt, and opening of bids or proposals in compliance with statutory notice requirements.
- (c) Contracts shall be awarded by the Town Council to the lowest responsible bidder or the proposer providing the best value to the Town, as permitted by law.

VII. Budget Transfers or Amendments.

- (a) If sufficient funds are not available within an existing budget line item, the department head shall not proceed with the purchase and shall submit a request for a budget amendment or transfer in accordance with Town policy and applicable law.
- (b) A requested budget transfer or amendment must be fully explained in writing, including justification for the expenditure, and be submitted to the Town Administrator for review and recommendation to the Town Council.
- (c) No purchase shall be made until the budget amendment or transfer has been approved by the Town Council, as required by state law.

VIII. Sole Source Purchases.

- (a) Purchases for goods or services that are available from only one source ("sole source") shall be permitted only when justified in writing and approved in advance.
- (b) A sole source justification memorandum must clearly document the conditions supporting the determination, including why no other vendor or product can reasonably meet the Town's requirements. Requests for a specific make or model must also be justified using the same criteria.
- (c) Sole source determinations must comply with applicable state and federal procurement laws and shall be approved by the Town Administrator prior to purchase. Supporting documentation shall be retained with the purchase and payment records.

IX. Open Account Purchases.

- (a) Open accounts may be established with approved vendors for routine, recurring purchases required for day-to-day operations.
- (b) Charges to open accounts shall be limited to small purchases not exceeding \$500 per transaction and must be approved by the department head.
- (c) Open account usage shall be monitored to ensure compliance with this policy and shall not be used to circumvent competitive procurement requirements.

X. Credit Card Purchases.

- (a) Town-issued credit cards may be used by authorized employees for official business purposes only and in accordance with this policy.
- (b) Credit card purchases are subject to the same monetary thresholds, approval requirements, and procurement rules as other purchasing methods.
- (c) Personal use of Town-issued credit cards is strictly prohibited and may result in disciplinary action, up to and including termination.
- (d) All credit card transactions must be supported by itemized receipts and proper documentation and are subject to audit.

XI. Emergency Purchases.

- (a) Emergency purchases may be made only when necessary to protect public health, safety, or property, or to address unforeseen circumstances requiring immediate action.
- (b) Emergency purchases must be approved by the Town Administrator or designee, or by the department head when immediate action is required and approval cannot be obtained in advance.
- (c) Emergency purchasing authority shall not be used to avoid competitive procurement requirements when the emergency results from poor planning or lack of foresight.
- (d) Documentation describing the nature of the emergency and the justification for the purchase shall be prepared and retained.

XII. Warranties.

Department heads are responsible for ensuring that warranties associated with purchased goods or services are properly documented, monitored, and enforced so that repair or replacement costs covered by the vendor are not incurred by the Town.

XIII. Authorization to Execute Documents.

Contracts, agreements, applications for title, tax exemption certificates, and utility service agreements shall not be executed by any employee unless expressly authorized in writing by the Town Administrator or Town Council, as applicable.

XIV. Partial Receipts.

When goods are received in partial shipment, the department head or designee shall document the quantity received, date, condition, and any discrepancies. Final payment shall not be authorized until receipt of all goods or satisfactory resolution of outstanding issues.

XV. Invoice Review and Payment.

Invoices shall be reviewed against the approved purchase documentation to verify accuracy of quantity, pricing, and compliance with contract terms. If discrepancies are identified, the invoice shall be returned to the department head for resolution prior to payment.

XVI. Grant-Funded Purchases.

- (a) Purchases made with grant funds shall comply with all applicable grant requirements, including federal procurement standards when applicable.
- (b) When grant requirements differ from standard Town procedures, those requirements shall take precedence and be documented in the project file.
- (c) Grant-related procurement records shall be retained in accordance with the applicable grant agreement and record retention laws, but not less than five (5) years unless otherwise required.

XVII. Vendor Relations and Ethics.

- (a) All purchasing activities shall be conducted in a manner that reflects integrity, professionalism, and public accountability.
- (b) Employees involved in purchasing shall:
 - 1. Act fairly and impartially;
 - 2. Avoid conflicts of interest or personal benefit;
 - 3. Maintain confidentiality of vendor information, as required by law;
 - 4. Treat vendors courteously and respectfully;
 - 5. Promote competition and the best interests of the Town.
- (c) Employees shall not accept gifts, gratuities, favors, or anything of value from vendors or potential vendors, except as permitted by Town ethics policies and state law.

- (d) Purchasing decisions shall be conducted at arm's length, and no employee shall participate in a purchasing decision involving a vendor with whom they have a personal or financial relationship.

XVIII. Capitalization Threshold

The capitalization threshold for capital assets is \$5000, effective for all capital asset acquisitions.

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