



City of Dacula

Memo

To: Mayor and City Council
From: Amy Morris
cc: Heather Coggins
Date: May 24, 2022
Re: Purchasing Policy

The Purchasing Policy establishes a centralized purchasing system. Approval of which institutes authority, delegates responsibilities and allows the Finance Department to follow detailed procedures, which reinforce the guiding principles stated therein.

Written purchasing policies, while not always required, have been highly recommended by Dacula's auditors.