

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-18**

**A RESOLUTION UPDATING CITY OF GUSTAVUS POLICY AND PROCEDURES FOR
PURCHASE REQUISITIONS AND PURCHASE ORDERS**

WHEREAS, the Gustavus City Council recognizes the need for efficient and timely processes to conduct city business; and,

WHEREAS, the Gustavus City Council last updated its policy and procedure for purchase requisitions and purchase orders in December 2014; and,

WHEREAS, the dollar amounts in the existing policy and procedure are no longer reflective of current dollar value; and,

WHEREAS, updating the language will allow the spending of funds encumbered for a specific contracted project through the approved fiscal year budget, adopted NCO for a specific project or under a signed and fully executed contract; and,

WHEREAS, the addition of a City Administrator staff member offers an opportunity to streamline purchases by designating as a signatory in the Mayors absence.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council updates the Policy and Procedures for Purchase Requisitions and Purchase Orders as attached.

PASSED and **APPROVED** by the Gustavus City Council Gustavus City Council this __th day of September, 2022, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk