



Meeting Name: Town Council Meeting
Meeting Date: February 28, 2024
Prepared By: Michael Ventura, Finance Director
Item Title: Resolution 2024-3; Purchasing policies and procedures

DISCUSSION:

The purchasing policy has not been updated since 2010. This is an entire change of the policy and procedure manual to comply with law and common practices. This policy will apply to all purchases of the Town irrespective of the funding source. This directive is designed to ensure that the Town procures all items at the lowest and best price consistent with the quality of materials, workmanship, or level of service performance required.

RECOMMENDATION:

Recommend the council approve resolution 2024-3 adopting the new purchasing policies and procedures.