



**Meeting Name:** Town Council Meeting  
**Meeting Date:** March 27, 2024  
**Prepared By:** Michael Ventura, Finance Director  
**Item Title:** Resolution 2024-3; Purchasing policies and procedures

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**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.

The redlined version from last month is attached for your review.

**RECOMMENDATION:**

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