



Report to Administrative Policy Committee

Agenda Item: Discuss and Possible Approval: FIN-004 Purchasing Policy Revisions
Meeting Date: October 17, 2023
Referring Body: N/A
Committee Contact: Chris Voll, Village President/Committee Chair
Staff Contact: Kim Manley, Interim Administrator
Report Prepared by: Kim Manley, Interim Administrator

AGENDA ITEM: Discuss and Possible Approval: FIN-004 Purchasing Policy Revisions

OBJECTIVE(S): Review the recommended revisions from the Village Attorney and the Village Administrator for possible changes to the current policy.

HISTORY/BACKGROUND: Administrative Policy Committee started working on policies earlier in 2023.

PROPOSAL: n/a

RECOMMENDED ACTION: To be determined by Committee and recommended to Village Board

FINANCIAL

Financial Consideration/Action: Cost of review by Village Attorney.

FUNDING SOURCE:

Account Number/Title: #100-51300-302-000
Current Adopted Budget: \$ 45,000.00
Spent to Date: \$ -32,991.92
Remaining Budget: \$ 12,008.08
Requested Amount: \$185.00 per hour – estimated at maximum – 1 hour
Remainder of Budgeted Amount, if approved: \$11,638.08 (includes ordinance review from prior agenda item)

ATTACHMENTS/PACKET:

1. FIN-004 – Purchasing Policy – ORIGINAL
2. FIN-004 – Purchasing Policy – ATTORNEY VERSION
3. FIN-004 – Purchasing Policy – ADMINISTRATOR VERSION