



VILLAGE OF THORNTON

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Purchasing Policy:

The Village of Thornton is committed to providing high-quality services to its residents in a responsive and cost-effective manner. Due to the infrequency of Village Board meetings, from time-to-time Village staff must exercise discretion in purchasing goods or services deemed necessary for the continued effectiveness of Village operations. Further, the existence of real or perceived emergencies requires proactive policies which allow the Village to confront challenges in an efficient and responsive manner.

Purpose

The purpose of this section is to establish policies for the procurement of goods and services by the Village of Thornton.

Purchasing Authority

- A.) Procurements Over \$10,000. All purchases of goods and services made by the Village in excess of \$10,000 shall require the approval of the Village Board, except as specified below in Section C.
- B.) Procurements of \$10,000 or less. The Village Administrator is authorized to approve expenditures of \$10,000 or less for the procurement of goods and services for all departments of the Village, provided that such expenditures are made within budget limitations.

The Village Administrator shall notify the Village Board in writing of any authorized expenditure in excess of \$1,000. Notification shall be provided prior to distribution of the voucher list which includes the invoice in question.

- C.) Emergency Procurements. The Village President shall be empowered to determine and declare the existence of an emergency from damage or threatened damage to public properties or endangerment of the public health, safety or welfare which requires an immediate expenditure of funds by the Village. The Village President or his/her designee may make emergency procurements with respect to the emergency, provided the expenditures shall be made with such competition as is practicable under the circumstances. Any emergency procurement shall be reported in writing to the Village Board.

D.) Recurring Fixed Obligations. Notwithstanding the foregoing, the Village Administrator or Village Treasurer is authorized to process payment, when due, of recurring fixed obligations of the Village that are included within an approved budget, even if such expenditures exceed \$10,000. Such obligations shall be limited to employee health insurance premiums, utilities, payroll and payroll tax obligations, pension or IMRF contributions, and other similar fixed and time-sensitive governmental obligations. Any payment made pursuant to this subsection shall be reported to the Village Board and included on the next voucher list presented for Village Board review and ratification.