



## **Purchase Order(s)**

Applies to:	<i>All purchases over \$2500</i>
Select Board Original Adoption:	<u>August 11, 2015</u>
Amended on:	--
Last Reviewed by Select Board:	August 22, 2017

### **Purpose**

This directive is issued for the purpose of ensuring that purchases comply with Chapter 30B and that purchases are effectively accounted for as encumbrances, when they reach a certain dollar amount. In accordance with the provisions of the Chapter 30B, the Chief Procurement Officer for the Town shall oversee the procurement function in conformity with the Statute.

### **Definitions**

“Chief Procurement Officer”-The Town Administrator as appointed by the Selectmen, pursuant to MGL Ch. 30B and MGL Ch. 41, §103.

“Town Administrator”- Chief Administrative Officer, appointed pursuant to MGL C.41, §23A, which provides that he or she “shall act by and for the selectmen in any matter which they may assign to him relating to the administration of the affairs of the town or of any town office or department under their supervision and control.”

“Purchase”-Item(s) listed on the same invoice for the same billing cycle.

### **Purchase Order Requirements**

1. Purchase orders are required for any purchase for the amount of \$2,500 or more for use of funds from the following accounts:
  - a. Expense Accounts;
  - b. CPC Funded Accounts;
  - c. Capital Purchases approved by the Capital Improvement Committee.
2. Purchase orders are not required for the following:
  - a. Single-purpose accounts (legal, debt, maintenance);
  - b. Gas, Electricity, Heat, or Fuel;
  - c. Chapter 90 related purchases.
3. A purchase order request, utilizing the provided spreadsheet, is required to be approved prior to purchasing. Department shall submit a copy of PO to vendor for application onto final invoice. A bill will not be paid unless the purchase order number is included by the seller on the invoice. Any bills that require purchase orders that are submitted without the PO number printed by vendor on the invoice will be turned over to the Selectboard for action/approval. Department Head must submit a copy of PO and attach with invoice.