Town of Troy Purchasing Policy – Concept Discussion

The purpose of a Purchasing Policy is to establish clear, consistent, and lawful procedures for the purchase of goods, services, construction, and software.

The Town does not currently have an adopted purchasing policy

Staff propose drafting a policy that, in part, would allow staff the authority to approve purchases for the operations and maintenance of existing equipment, facilities, and supplies up to set limits.

What spending limits should staff have for approving purchases without Town Board approval?

- Town Administrator?
- Town Clerk/Treasurer?
- Public Works Lead?

Should the Town Administrator/Town Board Chairperson have the authority to allow those limits to be exceeded, and if yes, by what amount?

What type of purchases/contracts should be reserved for the Town Board?

- What dollar amount?
- What type of purchases/contracts?

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