

TOWN OF WATERBORO PURCHASE ORDER/PAYMENT ORDINANCE

1. **PURPOSE.** This Ordinance is intended to establish the process by which funds within the Town of Waterboro are spent. The process establishes greater control by the Board of Selectmen and also allows Department Heads, in most cases, to control the amount of funds budgeted and approved by the voters of the Town of Waterboro.

2. **PROCEDURES FOR PURCHASE OF MERCHANDISE UNDER \$1,000.00.**

- a. Prior to the purchase of any merchandise with a total price of less than \$1,000.00, a Purchase Order form shall be completed;
- b. A completed Purchase Order shall be submitted to the Department Head for review and approval. If approved by the Department Head, the appropriate account number shall be placed on the form and the Purchase Order shall then be filed with the Town Administrator or in the absence of the Town Administrator the Acting Town Administrator who will review Purchase Orders on Mondays and Thursdays before noon. Prior to approval of the purchase order, the Town Administrator/Acting Town Administrator will check to see if there is funds available in the account that the Department Head placed on the form.

3. **PROCEDURES FOR PURCHASE OF MERCHANDISE BETWEEN \$1,000-\$5,000.**

- a. If a Purchase Order is for an amount over \$1,000 but under \$5,000, and for an item that was included in the department's budget, the Town Administrator and/or Acting Town Administrator can approve the Purchase Order. If the Purchase Order request is over \$1,000.00 and is for an item that was not included in the department's budget the purchase order must be approved by the Board of Selectmen at a regular scheduled or a special meeting. Documentation of the item being in the budget must be provided with the Purchase Order

Three well detailed quotes from vendors will be solicited on either company letterhead or work order with the company name. In an emergency situation, the Town Administrator/Acting Town Administrator can waive this process. The Town Administrator/Acting Town Administrator along with the department head will be responsible for determining what account the payment will come out of after the determination of available funds. After determination of funds then a purchase order can be completed.

- b. Once a Purchase Order has been approved under either Section 2 b or c of this section, the item may be ordered. The Town Administrator will determine who places the order.

- c. Once a bill of lading or invoice is received, the bill will be matched with the Purchase Order during bill review by the department head and submitted to the Town Administrator/Acting Town Administrator who will then forward it to the Town Treasurer. The invoice shall include the purchase order, packing slip and shall have the proper account number and vendor number. Items not accompanied by an invoice or purchase order if required, will not be paid and will be returned to the appropriate department head and must be resubmitted in a timely manner to avoid any late/finance charges.
- d. The Town Treasurer shall write the check and then hold the check until the majority of the Board Selectmen and/or Town Administrator/Acting Town Administrator have signed the warrant.
- e. This section shall not apply to purchases of office supplies, which shall comply with the requirements of Section 4 of this Ordinance, or the use of petty cash accounts as established by Section 5 of this Ordinance.
- f. For emergency repairs on Town equipment there will be an open purchase order up to \$500.00 for: Howard Fairfield, Southworth Milton, Montrose Hydraulics, and Central Tire.

4. PURCHASES OVER \$5,000.00

All purchases for equipment, all projects that in their entirety will amount to over \$5,000 or other purchases over 5,000 shall be identified as a capital purchase and will go out to either bid or RFP. The selectmen will determine when projects over \$5,000 should not be identified as capital through a majority vote of the selectmen.

All purchases of \$5,000, or over, shall go out to Bid or when necessary an RFP (Request for Proposal. In certain cases, an RFQ (Request for Qualifications) may be required. The Town Administrator will keep an active "Bidders List" for each category, (general construction, fire equipment, vehicles, etc.) The Town Administrator shall actively seek names of companies not on the list, for each project, service, or equipment category. The bid list should include e-mail addresses and in certain cases bids could be sent out by e-mail if requested by the company representative. Public notice to be published one (1) time in local, and regional newspapers ,along with websites at the discretion of the Town Administrator/Acting Town Administrator.

In all cases, the selectmen will reserve the right to reject any and all bids or proposals not in the best interest of the town.

5. BILL AND PAYROLL SUBMITTAL

- a. All bills shall be submitted to the Town Administrator/Acting Town Administrator by 12:00 p.m. each Friday in a location to be designated by the Town Administrator. Bills shall be reviewed by the Town Administrator/Acting Town Administrator. Bills shall be submitted to the Town Treasurer for payment during the week of the month the bill is due. The deadline for submitting bills if Friday is a holiday is noon on Thursday. Any bill not accompanied by an invoice, a purchase order, and packing slip if required, will not be paid and will be returned to the appropriate department head.
- b. Payroll- All payrolls must be submitted by 10:00 am on Monday in a location to be designated by the Town Administrator. The payroll submissions shall be reviewed by the Town Administrator/Acting Town Administrator by 12:00 p.m. on Monday. The Town Administrator shall submit all payrolls received by 10 a.m. on Monday to the Town Treasurer for payment during that pay period. The deadline for submitting payroll if Monday is a holiday is noon on Friday. Any payroll received after the deadline will be submitted for payment the following week. The warrant for payroll will be signed by at least one Selectmen and/or the Town Administrator/Acting Town Administrator.

6. PURCHASE OF OFFICE SUPPLIES

Office supplies for the Town Office and departments shall be purchased on a quarterly basis. The Administrative Secretary shall work with all Department Heads to determine the amount of office supplies that are needed for the three-month time frame. The office staff will compile a list of supplies along with an estimated cost of the supplies. The office supplies will then be priced and compared and will be order by the lower compared price.

7. PETTY CASH

A petty cash fund in the amount of \$100.00 a month shall be established for General Government, Parks & Recreation, Library, Cemetery Committee and the Fire Department. The petty cash shall not be used for items exceeding \$20.00 in cost and shall be limited to items for which there is an immediate need. A petty cash audit will be conducted on a periodic basis. All petty cash requests shall be authorized by the Town Administrator/Acting Town Administrator before purchases are made and shall be applied to the appropriate Department by the Town Treasurer.

Adopted: August 24, 2004 Board of Selectmen's Meeting
Reaffirmed: May 10, 2005 Board of Selectmen's Meeting
Amended: October 10, 2006 Board of Selectmen's Meeting