

RE-AFFIRMING THE REQUIRED PROCEDURES FOR THE PURCHASE OF  
COMMODITIES, EQUIPMENT OR GOODS

RESOLVED to re-affirm the required procedures for the purchase of commodities, equipment or goods:

Dollar Limit	Procedure
\$1 - \$4,999	At the discretion of the Purchasing Department
\$5,000 - \$9,999	Written/fax quotes to be obtained by the Purchasing Department by at least three vendors (if available)
\$10,000 - \$19,999	Written RFP to be obtained by the Purchasing Department from as many vendors as possible, but at least three (if available) and a purchase order sent to the Supervisor
\$20,000 and up	Formal, sealed bids in conformance with General Municipal Law Section 103 and sent to the Town Board or Village Board for approval

Exceptions:

1. Purchases under State and/or County contracts;
2. Purchases from the Department of Corrections and/or Industries for the Blind or NYS Industries for the Disabled.
3. Emergency purchases
4. True leases
5. Personal Service contracts
6. General Services Administration purchases

All purchases in excess of \$20,000 require Town Board approval.

FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller and the Purchasing Department.