## Section 1.0: Purpose

The purpose of this policy is to establish procedures for the purchase of goods and services by the Town of Allenstown. This policy replaces the previous purchasing policy dated April 11th, 2011.

## Section 2.0: Organization Affected

All departments, boards and officials of the Town of Allenstown.

## Section 3.0: Definitions

**3.1 "Orders,"** as used in this policy, shall include the following documents:

i. A manifest, prepared weekly, summarizing all accounts payable and payroll expenditures, and including the payment voucher, any check drawn on a Town account and a register of expenditures;
ii. A paper check or other draft; or,
iii. An automatic clearing house ("ACH") or other transaction conducted electronically in accordance with the internal control procedures adopted by the Board, including, without limitation, the On-Line Banking Policy adopted July 12, 2010.

**3.2 "Emergency,"** as used in this policy, shall mean any unforeseen event or combination of events that require immediate action in order to prevent loss or additional loss to the Town.

**3.3 Sole Source Purchases-** A sole source purchase is one where a good or service can only be purchased from a single source. This situation makes it impossible to obtain competitive bids.

**3.4 Department Head**-Department heads for the purpose of this policy are defined as the following officials; Town Administrator, Fire Chief, Police Chief, Road Agent, Town Clerk, Treasurer, Planning Board Chairperson, Zoning Board Chairperson, Budget Committee Chairperson, Parks & Recreation Chairperson, Conservation Commission Chairperson

## Section 4.0: Policy

**4.1 Payment of Monies.** All expenditures in the Town General fund shall be paid out only as authorized by the Select Board (the "Board") on orders drawn by employees of the Town in accordance with the internal control procedures adopted by the Board.

a. The manifest, executed by the Board or a majority thereof, shall constitute an authorization for the Treasurer or the Deputy Treasurer to execute any check or

other draft, or to institute any electronic transaction permitted by policy, in payment of an expenditure thereon.

b. Paper checks or other drafts shall be drawn and executed by the Chair of the Select Board and counter-signed by the Treasurer or Deputy Treasurer pursuant to the authorization contained in the manifest.

**4.2 Purchasing Agent.** Notwithstanding Section 5.1, the Board hereby delegates authority to the Town Administrator as Purchasing Agent for products and services which may be purchased by the Town for use in multiple departments (e.g., paper, office supplies, etc.).

a. The Purchasing Agent shall establish procedures to ensure that products and services are purchased in bulk or at specific rates designed to ensure the best price for the Town.

b. The Town Administrator shall designate particular products and services subject to purchase by the Purchasing Agent. Thereafter, the authority of the department head to purchase said items under Paragraph Three (3) of this policy is void.

c. The Board may add, amend or delete items from the list of products and services designated by the Town Administrator without limitation.

d. The Purchasing Agent shall submit payment vouchers for any purchase committed to the Agent's discretion as otherwise required by Section 5.1.

e. The Purchasing Agent shall maintain an inventory of items purchased in bulk and assigned to a particular department in order to ensure that the per-unit cost of said items is allocated to that department's budget line.

f. The Purchasing Agent is further authorized to cooperate with the Allenstown School District and/or the School Administrative Unit to maximize any savings for products and services purchased pursuant to this Paragraph

# Section 5.0: Procedures

**5.1** **Payment Vouchers.** A completed payment voucher and supporting documentation is required for all expenditures. All requests for payment must be submitted to the Town Administrator, or the Administrator's designee, for processing in accordance with the internal control procedures adopted by the Board. The form of the voucher is attached to this policy and incorporated herein by reference.

**5.2** **Purchase Orders.** A completed purchase order and supporting documentation is required for purchases as delineated in this policy for amounts over $499.99. Purchase orders must be approved in advance by the Town Administrator or Board of Selectmen as described below. Properly executed contracts by and authorized official constitute a purchase order and the authorization to expend funds.

a. Department heads are authorized to make purchases on behalf of the Town in an amount up to four hundred ninety-nine dollars and ninety-nine cents $499.99. Multiple vouchers to the same vendor dated within twenty (20) days of each other, each of which is permitted under this paragraph, but the total of which is two hundred dollars or over, shall not be permitted without the Town Administrator's review and approval.

b. The Town Administrator is authorized to make and authorize purchases on behalf of the Town in an amount up to one thousand nine hundred and ninety-nine dollars and ninety-nine cents ($1,999.99).

c. The Board shall approve, in advance, any purchase of two thousand dollars ($2,000.00) or more, subject to the requirements of Section 5.1 d and e hereof.

d. In an emergency, the Chair of the Select Board is authorized to make purchases on behalf of the Town in an amount up to two thousand nine hundred ninety-nine dollars and ninety-nine cents ($2,999.99); provided, however, that the Chair shall notify the other members of the Board within twenty-four (24) hours.

    i. Any department head who secures permission from the Chair for an emergency expense shall note on the voucher the date and time of the Chair's approval, and shall submit the voucher, counter-signed by the Town Administrator, at the next regular meeting of the Board.
    ii. The BOS should set total spending amounts during an emergency. It may be difficult to get in contact with the Chairperson or a majority of the BOS during an emergency situation. We could easily spend over the amount

authorized by a department head or the TA in minutes during an emergency.

e. Any purchase in the amount of three thousand dollars ($3,000.00) or more must be approved by the Board after three (3) competitive bids. The result of the bids required in this policy shall be submitted to the Town Administrator for review by the appropriate department head, who shall then submit the bids to the Board for review and disposition. This does not address single source bidding and the solicitation of prices method.

   i. Bid specifications shall be prepared by the department head and approved by the Town Administrator prior to submission to the Board for approval.
   ii. The Board shall decide the method of posting for any request for bids or price proposals.
   iii. Bid specifications shall contain sufficient detail to fully describe the product or services to be purchased and shall ensure that the price proposal by any vendor is reasonably accurate.
   iv. Bids may at the discretion of the Board of Selectmen be submitted under seal, with the project identified clearly thereon.
   v. Any request for bids or price proposals shall specify the time place and manner of submission, and shall contain a notice to the vendor that a bond may be required, at the discretion of the Board and that the vendor will be required to certify non collaboration as part of the vendor's bid.
   vi. Any request for bids or price proposals shall specify the Town's absolute right to reject the same for any reason.
   vii. Vendors shall certify insurance coverage, including, without limitation, liability insurance, workers' compensation and bond premium.
   viii. All bids or price proposals become the property of the Town at submission.
   ix. The Board shall enter into written contracts with vendors whose bids are selected. Any change orders or amendments to the contract shall be executed by the Board and the vendor.

f. The provisions of this policy may be waived at any time for any reason by the Board. Waiver requests must be submitted, in writing, to the Town Administrator for review and approval, who shall thereafter submit the same to the Board for review and disposition.

**5.2 Exceptions** . The following exceptions are authorized exceptions to this policy in regards to purchasing.

a. Vehicle and equipment repairs do not require the approval of a purchase order prior to commencement of the work.
b. The purchase of salt or other roadway deicing agents does not require the approval of a purchase order. This includes winter sand for roadway traction.
c. The purchase of the following does not require the approval of a purchase order;
    i. fuel for vehicles & equipment
    ii. fuel for heating buildings
    iii. electric power service
    iv. telecommunication services
    v. cellular communication service
    vi. water & sewer service
    vii. Welfare payments (rent, fuel, medicinal aid, electric power, etc…)

**5.3 Single Source Purchasing.** The official requesting the purchase order must submit documentation to justify why technical characteristics inherent in the item or service make it essential to purchase the particular good or service by this method.

Written documentation of some form of price or cost analysis is required on all sole source purchases with an aggregate expenditure over $2,000. Appropriate documentation may include copies of price lists, advertised pricing, price estimate documents to include quotes for goods and services.

Final responsibility in determining whether an item or service is proprietary and may only be purchased from a sole source rests with the Board of Selectmen.

## Section 6.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and committee members, appointed or elected to office and at such other times as may be necessary.

## Section 7.0: Signature

| | Position | Signature | Date |
|---|---|---|---|
| **Policy Prepared By:**<br>Shaun Mulholland | Town Administrator | | 12/09/2013 |
| **Policy Reviewed & Approved By:**<br>Jason Tardiff | Board of Selectman Chairperson | | 12/09/2013 |
| Jeff Gryval | Board of Selectman | | 12/09/2013 |
| Sandy McKenney | Board of Selectman | | 12/09/2013 |

# Section 8.0: Policy & Procedure Revision History

| | | | Approvals | |
|---|---|---|---|---|
| | **Section** | **Changes Made** | **By** | **Date** |
| Original Adoption | | | BOS | Unknown Date 2002 |
| Amendment | | Format change with dollar threshold amounts changed. | Jason Tardiff<br>Jeff Gryval<br>Sandy McKenney | 04/11/11 |
| Amendment | | Format change along with several section changes | Jason Tardiff<br>Jeff Gryval<br>Sandy McKenney | 11/4/13 |
| Amendment | | | | |