

## **TOWN OF LYMAN PURCHASING PROCEDURES**

### **PURPOSE:**

The purpose of the procedures are to standardized the purchasing procedure of the Town of Lyman, thereby securing for the town the advantages of a centralized and uniform purchasing procedures saving the taxpayer's money and increasing public confidence in the procedures for purchasing. This policy statement includes Section 807 of the Lyman Town Charter Purchasing and Sales Procedures.

**PURCHASING:** Except in matters pertaining to normal road maintenance or in emergency situations as determined by the Board of Selectmen, in those cases where the scope of the work or services to be performed for the Town shall require an expected expenditure of \$10,000.00 or more, the following guidelines shall be followed:

- (a) A clear statement defining the required scope of services or specifications of the work to be performed shall be provided to the potential bidders along with notice as to where the bid forms may be picked up. Notices shall be mailed to prior and appropriate bidders, notifying them of the current bid request.
- (b) Requests for bids shall be advertised in the local papers early enough to give bidders sufficient time to prepare bids. Such advertisement should include the statement that, "the Selectmen reserve the right to accept or reject any or all bids." Awards shall be made to the most responsible and responsive bidder.
- (c) The manner in which the bids are to be submitted, when they shall be due in the town office, and when the bids are to be publicly opened shall be clearly, stated in the ad.
- (d) The Board of Selectmen may contractually require a bid bond and a performance bond.

For purchases between \$5,000. and \$9,999., at least three (3) price quotes for comparable products must be obtained prior to the purchase.

### **LIMITATIONS ON PURCHASES.**

Limit amount is fifty dollars (\$50.00) or a combination thereof, shall require a purchase order(s) to be completed and submitted to the Selectmen's Office. The guidelines listed below will be followed:

- (a) Selectmen's Clerk or the Board of Selectmen designee shall be purchasing agent for the Town. Responsible for overseeing all purchases, supplies, services, materials, and equipment.
- (b) Selectmen's Clerk receives the purchase order.
- (c) Confirmation of funds available for the purchase will be attached to the purchase order.
- (d) Purchase order will be submitted to the Board of Selectmen for their approval.
- (e) No purchases or services, supplies, materials, and equipment shall be made without prior approval.
- (f) Once approved, the purchasing agent will order or submit approval to appropriate department head.

## EMERGENCY

Purchases made in emergency circumstances shall be considered exempt. Notification that the emergency exists is made to the Board of Selectmen Chair with a discussion to the nature of the emergency, the source of funding for the emergency and the most advantageous manner in which to make the purchase for services, supplies, materials and equipment. Emergency notification shall be for emergencies only and not used to circumvent this policy.

## CREDIT CARD USE

The Board of Selectmen shall determine who is authorized to utilize Town credit cards.

- (a) The card will not be used at any time for personal expenditures.
- (b) The card will not be used at any time without prior purchase order approval within the guidelines listed under limitation on purchases.

Each time the town's credit card is used, it will be immediately returned to the Treasurer. All receipts will be attached to the approved purchase order with expense codes written on the receipt to be used for payment of the charges. The Treasurer will pay the bill in a timely manner to avoid any interest and penalty.

All purchases made with any town credit card and purchase order require the Town's tax exemption to be utilized. If tax appears on the receipt the person authorized to use the card must contact the vendor to have the tax removed from the purchase.

Each time an individual is authorized to use any town credit card the user must sign out and sign in the credit card usage log in the Treasurer's Office. Upon signing the log, the card user will be acknowledging they have read and understand this policy.

The Transfer Station shall have a Home Depot credit card with a maximum limit of \$500.00 and will follow the rules and regulations within this policy. Prior approval must be obtained through purchase order procedure. Town's tax exemption must be utilized. Failure to do so will result in credit card(s) being rescinded. The individual issued a municipal credit card is responsible for its protection and custody and shall immediately notify the Treasurer's Office if the card is lost or stolen.

Approved by the Lyman Board of Selectmen on June 15<sup>th</sup>, 2020.

  
\_\_\_\_\_  
John E. Tibbetts, Chair

  
\_\_\_\_\_  
William Single

  
\_\_\_\_\_  
Ralph Blackington

  
\_\_\_\_\_  
David Dulong, Vice-chair

\_\_\_\_\_  
Thomas A. Guillemette