

RESOLUTION 2008-82

A RESOLUTION APPROVING ADMINISTRATIVE DIRECTIVE TO INCREASE THE THRESHOLD FOR PURCHASE ORDERS FROM \$250 TO \$1,000.

WHEREAS, to be more effective and efficient, it is beneficial to increase the threshold for purchase orders from a level of \$250 to a level of \$1,000; and

WHEREAS, the section of the Personnel Manual regarding Purchase Orders will be deleted therefrom and made into an "Administrative Directive" as follows:

Purchase orders shall be initiated by the head of the using department or his authorized representative. The importance of submitting full and accurate information cannot be overstressed. Incomplete purchase orders will be returned to the initiating department, resulting in delay in ordering and receipt of merchandise. The needs of each department shall be anticipated and purchase orders made in advance. A purchase order must be made for all requests in excess of **\$1,000.00**, and shall provide the following information: (a) name, address, telephone number, and vendor number; (b) quantity desired; (c) complete description of commodity, including catalog number, or such other designation as may be necessary; (d) estimated unit and total cost; (e) appropriation number.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Wayne, Nebraska as follows:

1. The threshold for purchase orders will be increased to a level of \$1,000, and will be identified as an "Administrative Directive."
2. The effective date of this change shall be September 2, 2008.

PASSED AND APPROVED this 2nd day of September, 2008.

THE CITY OF WAYNE, NEBRASKA,

By _____

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND CONTENT:

City Attorney