

**RESOLUTION NO. 22-35**

**A RESOLUTION ESTABLISHING A PURCHASING POLICY  
FOR THE CITY OF EARLHAM**

Be it Enacted by the City Council of the City of Earlham, Iowa:

**WHEREAS**, purchases of less than \$15.00 may be made through petty cash. Local purchases under \$15.00 should not be paid with petty cash if there is an account set up for the city at that store; and,

**WHEREAS**, petty cash can be used to reimburse for items such as meals and gas. Receipts must be provided; and,

**WHEREAS**, a “Request for Reimbursement from Petty Cash” form must be signed by the person getting petty cash, and by person giving it out. No one should ever reimburse themselves from petty cash; and,

**WHEREAS**, non petty cash purchases may be done by charging to the local store. Budgeted purchases of less than \$5,000.00 may be approved by department head; and,

**WHEREAS**, purchases from \$5,000.00 to \$15,000.00 are to have two documented price quotations whenever possible. This is for new items, not repairs or maintenance of existing equipment or property; and,

**WHEREAS**, purchases greater than \$15,000.00 require Council approval and public competitive bidding procedures unless exempted by the council; and,

**WHEREAS**, professional services exceeding \$10,000.00 must have council approval; and,

**WHEREAS**, acquisition of any non-budgeted capital items requires Council approval.

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the City of Earlham, that the above Purchasing Policy is hereby approved.

Passed and approved by the Earlham City Council this 10<sup>th</sup> day of October, 2022.

\_\_\_\_\_  
Jeff Lillie, Mayor

Attest: \_\_\_\_\_  
Mary Sue Hibbs, City Clerk/Treasurer