

Town of Plainfield Purchasing Policy

Effective March 2nd 2022

All non-emergency Town of Plainfield operating budget purchases shall follow this procedure. In the event of a need for an emergency purchase the department head and/or town administrator shall obtain approval from the chairman of the Board of Selectmen before making the purchase. In no case shall a town purchase in excess of \$10,000 be made without the consent of at least two members of the Board of Selectmen.

Purchases of	Action Needed
\$0 to \$3,000	Approval of the Department Head
\$3,001 to \$10,000	Three written quotes. Approval of the Town Administrator. .
\$10,001 and over	RFP/quotation process. Department head recommendation. Selectboard review of quotes and approval

For ongoing operational supplies such as fuel, oil, road salt etc. once the initial approval has been received the authority shall be considered ongoing for that season or the duration of the contract.

This policy is meant to provide operational guidance to the Town Administrator and Department Heads. The Selectboard may grant variances to the process as situations require.

Note: An RFP/Quote is not to be confused with a formal bid process. Bidding may be required by the Board of Selectmen for a particular project, but is not required by this policy.

Signed

Eric Brann

Ron Eberhardt

Amy Lappin
PLAINFIELD SELECTBOARD

This policy replaces the 2008 version purchasing policy and is intended to bring update spending limits and affirm the town's commitment to quotes verses bids.

Town of Plainfield Purchasing Policy

Effective July 16th 2008


All non-emergency Town of Plainfield purchases shall follow this procedure. In the event of a need for an emergency purchase the department head and/or town administrator shall obtain approval from the chairman of the Board of Selectmen before making the purchase. In no case shall a town purchase in excess of \$3,000 be made without the consent of at least two members of the Board of Selectmen.

Purchases of	Action Needed
\$0 to \$1,500	Approval of the Department Head
\$1,501 to \$10,000	Three written quotes. Selectboard signed purchase order in hand before purchase is made.
\$10,001 and over	RFP/quotation process. Department head recommendation. Selectboard review of quotes and a board signed purchase order.

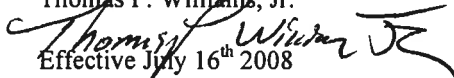
For ongoing operational supplies such as fuel, oil, road salt etc. once the initial approval has been received the authority shall be considered ongoing for that season or the duration of the contract.

Signed


Robert W. Taylor, Chairman Board of Selectmen


Judy A. Belyea

Thomas P. Williams, Jr.

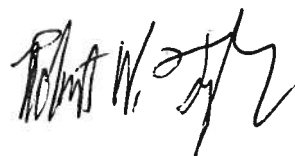

Effective July 16th 2008

This policy replaces the 1991 version and address a concern raised in the 2007 financial audit.

JAB 12-20-17

JCS 12-20-17

JAB 1-16-19
JCS 1-16-19

 1/16/2019