

## PURCHASING GUIDELINES FOR APPOINTED COMMISSIONERS

### TOWN OF PITKIN, COLORADO

These Purchasing Guidelines for Appointed Commissioners are established by the Board of Trustees of the Town of Pitkin to improve budget preparation and management. Generally, Commissioners have purchasing authority for the Town of Pitkin, provided the following guidelines are followed:

- A. Commissioners may use budget funds for projects and expenditures specifically identified in annual budget requests subject to the following:
  - 1. If project costs or expenditures will exceed \$10,000.00 the Commissioner shall coordinate a competitive bid process with the Board of Trustees.
  - 2. A minimum of two written price quotes shall be obtained for project costs or expenditures over \$2,500.00 but less than \$10,000.00. This requirement does not apply when the project or expenditure involves a sole source provider.
  - 3. Prior approval from the Board of Trustees is required if any project cost or expenditure will be more than 10% over the amount identified in the annual budget request.
- B. Any project need or expenditure, other than for an unavoidable emergency, that arises during the budget year which was not specifically discussed during annual budget preparation shall be submitted to the Board of Trustees for approval. If approved, Paragraph A shall be followed.
- C. Commissioners may expend up to \$1,000.00 to address any emergency situation. If an emergency expenditure is anticipated to exceed \$1,000.00 the Commissioner shall consult with the Mayor.
- D. Incidental expenditures related to Commissioner responsibilities are permitted if they do not exceed \$500.00.
- E. In accordance with applicable Town of Pitkin Ordinance or Resolution, Commissioners shall provide periodic budget reports to the Board of Trustees.
- F. To aid in compliance with these Purchasing Guidelines, Commissioner budget requests should provide expenditure proposals with cost estimates as part of the annual budget request.