



Town of Castleton

556 Main St., P.O. Box 727, Castleton, VT 05735

PURCHASING POLICY

Connecting all
Departments
(802) 468-5319

Manager x-201

Secretary x-212

Tax Dept x-216

Accounting x-211

Town Clerk x-214

Health Officer x-215

Listing Office x-217

Zoning x-225

Police Chief x-219

Highway Dept.
(802) 468-2459

Transfer Station
(802) 468-3005

sewewater Dept
(802) 468-5315

Fax - All Depts.
(802) 468-5482

The Town's Purchasing Policy will be adhered to by all departments and/or employees

Purchase orders are to be completed for all purchases, accounts to be charged, exact amounts if known (or an approximate total), department and purchasing agent.

Purchase orders must be approved – prior to purchase – by the Town Manager if over \$200.00* and by the Board of Select men if over \$2,000.00. Failure to observe this stipulation is sufficient grounds for suspension without pay or dismissal, at the Town Manager's discretion.

Purchase orders under the \$200.00* limit must be signed by the Department Supervisor

Submission of multiple purchase orders that together total over \$200.00* for the same or essentially the same goods or services is not permitted. The Town Manager determines what constitutes "the same" or "essentially the same". Failure to observe this stipulation is sufficient grounds for suspension without pay or dismissal, at the Town Manager's discretion.

Purchase orders are to be completed prior to the purchase and/or order placement, not at the time the invoices and/or goods are received.

Upon completion, the three (3) purchase order copies are to be distributed as follows:

1. White – Vendor's Copy
2. Yellow – Department's Copy
3. Pink – Accountant's Copy

Copies are to be turned in to the Accountant on a timely basis for weekly posting.

Furthermore, being that the Town's fiscal year is 07/01 – 06/30 and in order to affect processing of purchases in a timely manner, departments and/or employees should complete their year-end purchases and have all related Purchase Orders submitted to the Accountant prior to June 5th. Any exceptions to this must be approved by the Town Manager.

Accountant's copy is to be filed in alphabetical order in the vendor file, with the paid bill and check copy.

Adoption: April 20, 1992

Effective: April 20, 1992

Revised: June 26, 1995

Draft Revision: November 2/November 15, 2000

Revised: June 14, 2004

*Revised: October 25, 2010