

AN ORDINANCE REPEALING AND REPLACING CHAPTER 145 PURCHASING AND PROCUREMENT POLICY, SECTION 145.070 (B) AUTHORIZATION FOR PURCHASES

WHEREAS, it has been determined by the Board of Aldermen of the City of Hallsville, Missouri, to repeal and replace Chapter 145 Purchasing and Procurement Policy, Section 145.070 Procedure of Property, Equipment, or Materials;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF HALLSVILLE, MISSOURI AS FOLLOWS:

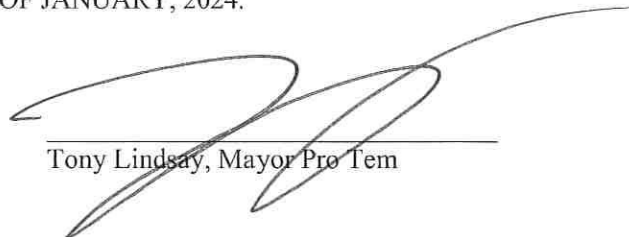
Section 145.070.B Procedure of Property, Equipment, or Materials is hereby repealed and replaced with new Section 145.070.B as follows:

B. *Authorization For Purchases.*

1. Any City official, officer or employee will be reimbursed for any purchase made on behalf of the City which is less than fifty dollars (\$50.00) if the City Treasurer is furnished with a receipt for the purchase promptly after the purchase and if reimbursement is approved by the City Administrator and presented to the Board of Aldermen for approval at the next scheduled Board meeting.
2. No employee of the City shall make any purchase on behalf of the City, without authorization from the Administrative Supervisor of their Department within budgets allotted to them. Administrative supervisory personnel must receive approval from the Mayor or City Administrator for purchases over five hundred dollars (\$500.00).
3. No City elected official, officer, or any employee may incur any debt on behalf of the City without authorization from the majority of the Board of Aldermen. The Mayor or City Administrator may not authorize any purchase in excess of five thousand dollars (\$5,000.00) without approval of the Board of Aldermen.
4. The provisions of this Subsection notwithstanding, administrative supervisory personnel may exceed the purchase limit of five hundred dollars (\$500.00) if the purchase is determined by supervisory personnel to be an emergency purchase. An emergency purchase constitutes a purchase which must be made in order to protect the lives, safety or property of the City or its citizens from an imminent peril for which, in the opinion of said administrative supervisory personnel, the provisions of this Subsection cannot reasonably be complied with, including but not limited to such occurrences as a sewer pump operating-improperly, causing destruction to property; snow-removal equipment fails to operate during the snow-removal season; a police automobile or radio needs immediate attention to continue to provide safety for the citizens of Hallsville, etc. When an emergency purchase is made, the Administrative Supervisor will immediately submit a written report to the City Administrator who will then present the expense at the next Board of Aldermen meeting. A copy of the invoice will be attached to the report and the report will explain the emergency situation in detail.
5. The Board or City Administrator may designate those persons authorized to use charge accounts set up in the City's name. Use of charge accounts shall be subject to the provisions of Subsection **(B)(1)(2)** and **(3)** of this Section.

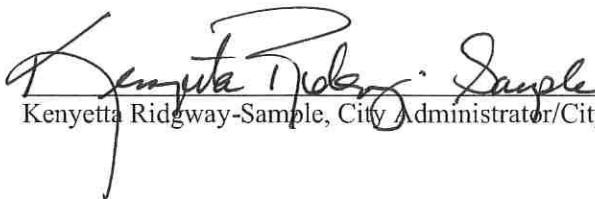
This ordinance shall be in full force and effect from the date of its final passage and approval.

READ TWO TIMES AND PASSED THIS 8th DAY OF JANUARY, 2024.



Tony Lindsay, Mayor Pro Tem

ATTEST:



Kenyetta Ridgway-Sample, City Administrator/City Clerk