

**RESOLUTION NO. 335**  
**A RESOLUTION ADOPTING A CITY OF AURORA PURCHASE POLICY.**

WHEREAS, the City Council has established the need to define circumstances and limits regarding purchases of services and materials; now therefore

**BE IT RESOLVED**, that:

**SECTION 1.** All purchases of new or used equipment, vehicles, or services (including conversions or upgrades, leases and contracts) in an amount of \$5,000.00 or more must be in the current Fiscal Year's City budget prior to the purchase or acceptance of the item or service. The budget presentation is made to the Budget Committee during the budget process and includes the description of the proposed expenditure, two comparable bids, and the department's recommendation. Any items over \$5,000.00 not approved by the Budget Committee are not approved expenses according to the City Policy and will not be authorized for payment.

**SECTION 2.** All purchases of new or used equipment, vehicles, or services (including conversions or upgrades, leases and contracts) in an amount between \$500.00 and \$5,000.00 not budgeted in the existing Fiscal Year budget may be approved by the City Council prior to purchase. Two competitive estimates will be presented and available funding in the budget to actual report substantiated with the City Treasurer. Any items within the range expressed that are not specifically approved by the City Council are not approved expenses according to City policy and are not authorized for payment.

**SECTION 3.** All purchases of new or used equipment, vehicles, or services (including conversions or upgrades, leases and contracts) of less than \$500.00 not previously budgeted may be made if approved by the Department Manager. Available funding in the budget to actual report must be substantiated by the City Treasurer prior to the purchase.

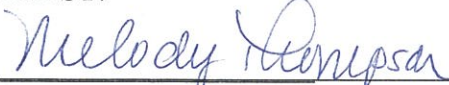
**SECTION 4.** Repair and maintenance expenses exceeding \$500.00 requires two comparable bid supports and must be approved by the City Council prior to the repair. Emergency repairs may be authorized by the Mayor or Council Commissioner contact prior to the repair.

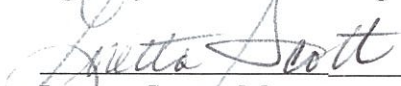
**SECTION 5.** Any transfer of funds necessary among line items within funds to accommodate unscheduled expenses should be executed via Resolution, prepared by the City Recorder and approved at the next scheduled City Council meeting.

**SECTION 6.** Billings, statements, invoices or receipts will be approved and appropriately coded by the Department Manager overseeing the expenditure and submitted promptly to the City Treasurer for payment. Purchase order forms are not required unless deemed by individual companies and vendors as necessary.

**ADOPTED** by the Aurora City Council at a regularly scheduled meeting on Tuesday the 9th day of March, 1999.

ATTEST:

  
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Melody Thompson - City Recorder

  
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Loretta Scott - Mayor