

POLICY FOR PURCHASING & VOUCHERING ITEMS

PURCHASING

Except as otherwise provided herein, all department heads who submit a budget request to the Town Board whose requests are approved by the Town Board via adoption of the budget are authorized to make purchases on behalf of their department, in full accordance with the Town's Procurement Policy. Any item that was listed on a department's itemized budget request and approved in the budget does not need Town Board authorization prior to purchase. If an item is not listed on a department's itemized budget request but costs less than \$500, it does not need prior authorization. If an item is not listed on a department's itemized budget request and costs between \$500 and \$2,500, it needs prior authorization from the Town Supervisor. If an item is not listed on a department's itemized budget request and costs over \$2,500, it needs prior authorization from the Town Board. Nothing in this paragraph applies to the highway department or highway superintendent. All purchases by the highway department and/or highway superintendent must comply with all applicable state laws, including without limitation, Highway Law § 142, which requires Town Board approval for purchases of equipment, tools, implements, snow plows, and other devices for highway maintenance, construction, reconstruction, and snow removal.

Before any purchase is made, the department head is responsible for knowing the balance in the budget line they wish to charge the purchase to. Except in emergency situations, the budget line must have an adequate balance for the purchase BEFORE the purchase is made. If more money is needed in a budget line before making a purchase, please submit a budget amendment request (see appendix A) to the Town Supervisor for approval at the next Town Board meeting. The order cannot be placed until after the budget amendment request is approved by the Town Board.

The Town purchases from some vendors such as Staples and W.B. Mason where the Town Clerk's office acts as the purchasing agent for all items, regardless of what department the purchases are for. If a department needs to purchase an item from one of these vendors, they may request the purchase via a purchase order (see appendix B) through the Town Clerk's office. All the same rules apply as if the department head were making the purchase directly from a vendor.

Where the Town of New Lebanon is procuring a commodity or service, whether by competitive bid or other type of procurement, that is the subject of a GreenNY procurement specification that has received final approval of the NYS GreenNY Council pursuant to Executive Order No. 22 (2022), the department head or Town Clerk's office shall follow the GreenNY procurement specification to the maximum extent practicable and where cost is reasonably competitive as defined in General Municipal Law § 104-a. GreenNY approved procurement specifications can be found online at: <https://ogs.ny.gov/greenny/approved-greenny-specifications>.

Vouchering

Vouchers should be submitted and signed by the vendor whenever possible. The person who ordered the item is responsible for asking the vendor to submit a voucher signed as “claimant” at the bottom as well as an invoice. To be considered for approval of payment by the Town Board, all bills must include town voucher (see appendix C) and an itemized invoice describing the product or service provided, the date it was provided and the cost. If an invoice is not available, the voucher must describe the product or service provided, the date it was provided and the cost. Tax may not be included on the invoice or the voucher. If the vendor cannot provide a voucher, the person who ordered the item may prepare the voucher based on the invoice and sign as “preparer” at the bottom as well as departmental approval if appropriate.

All vouchers, once prepared, are to be submitted to the Town Supervisor’s office. To be included in the Town Board meeting for the month, vouchers must be received by the Town Supervisor’s office by the first Tuesday of the month. The Town Supervisor will return any incomplete or incorrectly prepared vouchers to the person who submitted it with an explanation of what needs to be corrected on the incomplete voucher form (see appendix D). If a corrected version of the voucher is not received by the first Tuesday of the month, the voucher will not be considered by the Town Board at that month’s meeting.

Training

Annual training will be provided to all department heads and anyone who places orders for the town to ensure that all are properly trained in the policies laid out above. The training will include a full review of this policy as well as the Town’s Procurement Policy.

Penalties

If a purchase is made not in accordance with this policy, the person placing the order could be held personally financially liable for the payment of the invoice.

Review

This policy will be reviewed by the Town Board on an annual basis and updated as needed.