



Legislation Details (With Text)

**File #:** 23-0491      **Version:** 1      **Name:** A Resolution Amending the Purchasing Policy and Procedures

**Type:** Resolution      **Status:** Adopted

**File created:** 8/24/2023      **In control:** City Council

**On agenda:** 9/18/2023      **Final action:** 9/18/2023

**Title:** A Resolution Amending the Purchasing Policy and Procedures

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Purchasing Policy - Marked Up, 2. Purchase Policy - Clean

Date	Ver.	Action By	Action	Result
9/18/2023	1	City Council	adopted	Pass

A Resolution Amending the Purchasing Policy and Procedures

Description of Topic: (who, what, where, when, why and how much)

The current Purchasing Policy and Procedures are dated September 6, 2022. Updates are necessary and these revisions are highlighted and attached for your review and acceptance.

Budgetary Impact:

Non-Capital Item:

\_\_\_ Budgeted under account # \_\_\_\_\_ (discussion item)

\_\_\_ Not budgeted, requesting transfer of \$ \_\_\_\_\_ from Account # \_\_\_\_\_ to Account

# \_\_\_\_\_.\*\*Request to Transfer Departmental Budget Dollars form must be attached\*\*

\_\_\_ Not budgeted requiring increase to account # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.\*\*Request to Increase Departmental Budget Dollars form must be attached\*\*

Capital - Departmental \*\*Capital Purchase Worksheet form must be attached\*\*

\_\_\_ Budgeted under account # \_\_\_\_\_ for \$ \_\_\_\_\_ and described in budget as

\_\_\_\_\_. Additional amount needed, if any: Increase in budget of \$ \_\_\_\_\_ OR, transfer of \$ \_\_\_\_\_ from Account # \_\_\_\_\_ to Account # \_\_\_\_\_ \*\*Request to Increase OR Request to Transfer Departmental Budget Dollars form must be attached\*\*

\_\_\_ Not Budgeted - account # \_\_\_\_\_ requires budget increase of \$ \_\_\_\_\_.\*\*Request to Increase Departmental Budget Dollars form must be attached\*\*

Capital Project - \*\*If requesting to start a project, a Capital Project Worksheet form must be attached\*\*

In current year Capital Projects Plan:

\_\_\_ Yes, described as \_\_\_\_\_, planned amount \$ \_\_\_\_\_, requesting \$ \_\_\_\_\_ as total project estimate, including contingencies, under account # \_\_\_\_\_

\_\_\_ No, requesting \$ \_\_\_\_\_ as total project estimate, including contingencies, under account # \_\_\_\_\_.

\_\_\_ No, requesting an increase of \$ \_\_\_\_\_ to an already approved project titled

\_\_\_\_\_ that is being tracked under Account No. \_\_\_\_\_.

WHEREAS, on December 16, 2002, the Foley City Council passed Resolution 2090-02 which adopted a Purchasing Policy and Procedures for the City of Foley, and,

WHEREAS, the Policy is revised from time to time as changes to laws and other changes are necessitated and the most recent version was adopted by Council on September 6, 2022 by Resolution 22-1302-RES.

WHEREAS, updates are necessary and a revised policy dated September 18, 2023 is being presented to Council for review and approval.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Foley, Alabama, as follows:

SECTION 1: Adopts the September 18, 2023 revisions to the City's Purchasing Policy and Procedures as set forth and attached hereto.

SECTION 2: This Resolution shall become effective immediately upon its adoption as required by law.