

RESOLUTION NO. 1839

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PRESCOTT VALLEY, A MUNICIPAL CORPORATION OF ARIZONA, ADOPTING A POLICY AND PRESCRIBING PROCEDURES FOR FISCAL YEAR 2013-2014 FOR ANY PURCHASE OF SUPPLIES, MATERIALS, EQUIPMENT AND SERVICES FROM THE MAYOR AND ANY MEMBER OF THE COMMON COUNCIL; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

WHEREAS, pursuant to the provisions of A.R.S. 38-503, as amended, the Town of Prescott Valley may, from time to time, authorize the purchase of supplies, materials, equipment and services from the Mayor and any member of the Common Council without using competitive public bidding procedures; and

WHEREAS, to do so, the Common Council must adopt each fiscal year a policy that governs any such purchases;

NOW, THEREFORE, BE IT RESOLVED BY the Mayor and Common Council of the Town of Prescott Valley, Arizona, that the following policy be adopted and procedures prescribed for purchasing supplies, materials, equipment and services from the Mayor and any member of the Common Council for FY 2013-2014;

1. Beginning July 1, 2013 and ending June 30, 2014, the Town may purchase supplies, materials, equipment and services from the Mayor or any member of the Common Council without using competitive public bidding procedures if the amount of a single transaction does not exceed Three Hundred Dollars (\$300.00). Also, the separate total of any transactions in the fiscal year for the Mayor or each member of the Common Council shall not exceed One Thousand Dollars (\$1000.00).

2. "Purchasing Agent" means the person authorized by the Council or Town Manager to act on behalf of the Town when procuring supplies, materials, equipment and services for public use. The Purchasing Agent shall keep separate, up-to-date records of any such transaction with the Mayor or any member of the Common Council. These records shall be public and shall include the date, amount and nature of each transaction. The Purchasing Agent shall be responsible for ensuring that the cost of a single transaction (made pursuant to this Resolution) does not exceed Three Hundred Dollars (\$300.00) and that the total of any such transactions does not exceed One Thousand Dollars (\$1000.00).

3. The provisions of this Resolution shall be cumulative and supplemental to other Town Code provisions governing purchases.

4. This Resolution shall be effective from and after its passage and approval according to law.

RESOLVED BY the Mayor and Common Council of the Town of Prescott Valley,
Arizona, this 27th day of June 2013.

Harvey C. Skoog, Mayor

ATTEST:

Diane Russell, Town Clerk

APPROVED AS TO FORM:

Ivan Legler, Town Attorney