

RESOLUTION NO. 36

Rev. 6/9/95
Rev. 10/12/96

BE IT RESOLVED by the Commissioners of the Town of Dewey Beach, Sussex County Delaware, that the following Authorization Levels govern on all Town Purchases:

Prepurchasing and Invoice Authorization Levels

Materials, Supplies and Equipment, including Equipment Repairs, must have preapproval as follows:

Up to \$400.00 Up to \$2,500.00	Department Head Town Manager
Between \$401.00 and \$2,500.00 Between \$2,501.00 and \$10,000.00	Committee Commissioner or Town Manager Town Manager and Mayor
Over \$2,501.00 Over \$10,001.00	Town Council Meeting by Majority Vote

Capital Expenditures, including Building Renovations:

Up to \$200.00 Up to \$2,500	Department Head Town Manager
Between \$201.00 and \$2,500.00 Between \$2,501.00 and \$10,000.00	Committee Commissioner or Town Manager Town Manager and Mayor
Over \$2,501.00 Over \$10,001.00	Town Council Meeting by Majority Vote

Note: Any expenditure of ~~\$2,000~~ \$5,000.00 or more may require competitive bidding as per the Town Charter.

Many items, such as cameras, radios, adding machines, etc., are items that, by their very nature, are sensitive and as such are recorded and controlled as fixed assets. These items should be preapproved for purchase by ~~both the Department Head and Committee Commissioner~~ **the Town Manager** regardless of amount.

Adopted this 14th day of November, 1992.

Revised this 9th day of June, 1995.

Revised this 12th day of October, 1996.