

RESOLUTION NO. 2107

F5

(Resolution establishing a policy regarding accounts payable and repealing Resolution #784)

BE IT RESOLVED by the Albany City Council that the following policies regarding accounts payable be established:

1. All purchases under \$200 may be approved by the department head.
2. Purchases between \$200 and \$2,500 must have the city manager's approval.
  - a. All capital equipment purchases between \$200-\$2,500 must have three oral quotes before the city manager's approval is obtained.
3. All purchases between \$2,500 and \$5,000 must have three "informal" written quotes and must have the city manager's approval.
  - a. Exception: Contracts for services do not need written quotes; however, every effort should be made to obtain comparisons.

BE IT FURTHER RESOLVED that Resolution #784 be repealed.

DATED THIS 22ND DAY OF AUGUST, 1979.

  
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Mayor

(Council President acting as Mayor)

ATTEST:

  
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City Recorder

(Proposed by the Finance Director)

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