

ORGANIZATION OF AUTHORITY

POLICY No.: **OR-020**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

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I. PURPOSE

To establish the hierarchy of authority and responsibility upon which all of the policy and policy bulletins in this manual are based.

II. SCOPE

This policy applies to all employees.

III. PROCUREMENT AWARD AUTHORITY

Amounts \$10,000 or More

Except as otherwise provided, all contracts equal to or exceeding ten thousand dollars (\$10,000.00) for the procurement of supplies, services, equipment and construction shall be awarded only after authorization of the award has been given by the Board of Mayor and Aldermen.

Amounts \$5,000 to \$9,999.99

Except as otherwise provided, all contracts equal to nine thousand nine hundred ninety-nine dollars and ninety-nine cents (\$9,999.99) and equal to or exceeding five thousand dollars (\$5,000.00) for the procurement of supplies, services, equipment and construction shall be awarded only after authorization has been given by a Department Director or Town General Services Manager and the Town Administrator.

Amounts \$4,999.99 or Less

Except as otherwise provided, all contracts equal to or less than four thousand nine hundred ninety-nine dollars and ninety-nine cents for the procurement of supplies, services, equipment and construction shall be awarded only after authorization of award has been given by a Department Director or Town General Services Manager.

For additional information regarding signature authority for procurement purposes, see the next page of this section "Signature Authority."