

# PURCHASING DIVISION ORGANIZATION CHART

POLICY No.: **OR-030**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

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## I. PURPOSE

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

## II. SCOPE

This policy applies to all employees.

## III. RESPONSIBILITY

The Town Administrator is responsible for the maintenance of this manual via the Town General Services Manager.

## IV. ORGANIZATION

The organization chart below shows the positions referred to in this manual.

