

City of Hewitt
Purchasing Policy
and Purchase Order Form

A purchase order request form shall be completed for every purchase unless:

1. The total aggregate amount of the purchase is less than \$25.00;
2. The purchase is for professional contractual services;
3. The purchase is an essential service;
4. The purchase is a pre-approved or pre-authorized service;
or
5. The purchase is required to remedy or relieve or assist with the relief of an emergency situation.

Purchase order requests shall be presented to Council at the next regularly scheduled Council Meeting.

Council shall consider the request and, upon approval of the same, the Mayor (or Acting Mayor in the absence of the Mayor) shall sign the purchase order request form.

Requested by: _____

Date of Request: ____/____/____

P.O. Number: _____

| Item Description | Preferred Vendor | Qty. | Reason | Item Price |
|------------------|------------------|------|--------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Additional Comments:

____Approved ____Denied

Mayor's Signature

Date of Purchase: ____/____/____