



Town of Sandisfield
Select Board
413-258-4711 Ext. 3

Purchase Order Policy

All Departments/Boards/Committees are responsible for submitting a purchase order for any purchase request over \$250.00 BEFORE purchase is made. Fire Co. must submit for purchases over \$500.00 (SB vote 07/24/23), DPW for purchases over \$2,000.00 (SB vote 09/08/21), and Police Dept for purchases over \$500.00 (SB vote 04/05/23). Purchase order forms can be found at the Town Hall with the Administrative Assistant.

Purchase orders will be reviewed by the Select Board during their weekly Monday meetings. Should the Select Board be unable to sign the purchase order in the event of an emergency between scheduled meetings, the Town Manager can approve the emergency purchase order after discussing it with at least one of the Select Board member. Under no circumstances will it be acceptable for any board, committee, or department head to deem a purchase an emergency expense without consent from the Select Board. Any purchases over the noted values above that are made prior to a purchase order being approved may not be paid by the Select Board. Furthermore, any purchases made prior to purchase order approval will result in said board/committee member, department head, etc. may be subject to disciplinary action.