

12.200

**PURCHASING DEPARTMENT
VILLAGE OF SHEPHERD, MICHIGAN
code eff. Jan. 15, 1957**

Sec. 4110 **PURCHASING DEPARTMENT.**

12.201

Sec. 4110.1 **COMPOSITION.**

The purchasing department shall consist of the clerk, the treasurer and the president and such other village officials as the council may name.
(code eff. Jan. 15, 1957)

12.202

Sec. 4110.2 **FUNCTION.**

All supplies needed by the village in any department whatsoever shall be purchased upon requisition from the purchasing department by forwarding said requisition to the clerk. The sale of any personal property which the council may authorize to be sold as having become unnecessary or unfit for the village use shall be made through the purchasing department. This department shall inspect or have inspected all supplies and materials delivered to determine the quantity and quality and conformance to specifications, and no voucher shall be honored unless the accompanying invoice shall be endorsed and approved by the clerk.
(code eff. Jan. 15, 1957)

12.203

Sec. 4110.3 **REQUISITIONS.**

The clerk may require from the head of each department at such times as contracts for supplies are to be let, a requisition for the quantity and kind of supplies to be paid for from the appropriations of the department. Upon certification that funds are available in the proper appropriations, such goods shall be purchased and shall be paid for from the funds in the proper department for that purpose. No purchases shall be made for any department unless there be to the credit of such department an available appropriation balance in excess of all unpaid obligations sufficient to pay for such supplies.
(code eff. Jan. 15, 1957)

12.204

Sec. 4110.4 **COMPETITIVE BIDS.**

Before making any purchase or sale, the purchasing department through the clerk shall give opportunity for competition, all proposals to be upon specification wherever specifications are deemed necessary. Sealed bids shall be asked for all transactions involving the expenditure of Twenty Thousand Dollars (\$20,000) or more, and the transaction evidenced by written contract submitted to and approved by the Council, provided that in cases where it is clearly the advantage to contract without competitive bidding, the council, upon recommendation of the purchasing department may so authorize.

(code eff. Jan. 15, 1957)

(Revised by Resolution January 17, 1994)

12.205

Sec. 4110.5 **WARRANTS.**

No money shall be paid out of the treasury except in pursuance of and by authority of law and upon warrants signed by the clerk and the president, which shall specify the purpose for which the amounts thereof are to be paid.

(code eff. Jan. 15, 1957)

12.206

Sec. 4110.6 **AUDIT.**

All accounts of the city and the city books shall be audited annually by the Council and the Council may in its discretion employ accountants to make said audits.

(code eff. Jan. 15, 1957)