



MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Nancy Emslie, Finance Director

SUBJECT: Purchasing Protocol

DATE: June 4, 2015

Background: The Town of Pittsboro recently applied for an Audio & Video Recording Equipment Grant from the Governor's Crime Commission (GCC). As part of the grant application process, the Town needed to provide a purchasing protocol.

Please find attached the draft purchasing protocol that was submitted to the GCC. This draft fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practices of the Town of Pittsboro regarding purchasing. Should you approved the document and resolution, we will begin to immediately apply these best practices.

Action Requested: That the Board of Commissioners adopt the attached resolution approving the draft Purchasing Protocol.

A RESOLUTION APPROVING THE PURCHASING PROTOCOL

WHEREAS, the Town of Pittsboro does not currently have a Purchasing Protocol; and

WHEREAS, the Town of Pittsboro will need to establish financial best practices to ensure that the Town continues to provide and improve its level of services; and

WHEREAS, the Town of Pittsboro recognizes that effective fiscal policy contributes significantly to the Town's ability to insulate itself from financial crisis; promotes long-term stability by establishing clear and consistent guidelines; provides the Board of Commissioners and the Town's professional management a standard for best financial practices; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Pittsboro that the draft Purchasing Protocol is hereby accepted, adopted and placed on file with the Town Clerk.

William G. Terry, Mayor

ATTEST:

Alice F. Lloyd, CMC, NCCMC, Town Clerk