



MEMORANDUM

To: Finance Committee
David A. Hulseberg, Village Manager

From: Timothy Sexton, Director of Finance

Date: April 20, 2012

Subject: Purchasing Policy Update 2012

The Village's Purchasing Manual contains all of the Village's policies related to the procurement of goods and services and has worked well as a guide for Village employees. There have been several revisions to the policy since it was first adopted, to include changes in state statute and changes in internal procedures. Attached are proposed amendments to the following sections of the Purchasing Policies:

- Change Order Policy
- Petty Cash

Staff is requesting the Finance Committee's approval of the proposed policy changes and recommendation to the Village Board of Trustees for their consideration.