

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**

  X   Resolution or Ordinance (Blue)        *Waiver of First Requested*  
       Recommendations of Boards, Commissions & Committees (Green)  
       Other Business (Pink)

TO: President and Village Board of Trustees

FROM: Scott Niehaus, Village Manager

DATE: May 4, 2021 (COW) (B of T): May 20, 2021

TITLE: Revision to the Village's Purchasing Policies and Procedures Manual

SUBMITTED BY: Tim Sexton, Director of Finance

**BACKGROUND/POLICY IMPLICATIONS:**

Attached is the proposed administrative updates to the Purchasing Manual related to Section 2. Reimbursing Each Petty Cash Box. This update is necessary to reflect the current amounts and location of each box.

In the interest of saving paper, only the proposed changes of the Purchasing Policies and Procedures Manual are included in the attached memo that was provided to the Finance and Administration Committee. If anyone would like to view the complete manual, a copy is available in the Finance Department.

The Finance and Administration Committee voted unanimously to recommend approval of the staff recommendation and the amended wording to the policy.

**FISCAL IMPACT:**

N/A

**REVIEW** (as needed):

Village Attorney XX

Finance Director XX

Village Manager XX

Date

Date

Date

*Sexton*  
*Scott Niehaus*  
5/7/21  
5/10/21

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.