



SHERMAN TOWNSHIP

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2021 PROCUREMENT AND PURCHASING POLICY

General Principles

Supplies, repairs, equipment and contractual services shall be purchased based upon the budget, revenue accrued to date, and estimated expenses as outlined in annual appropriation act for the cost center. The Board should have preapproval for all purchases over \$1,500.

Vendor Account Purchases

Township shall maintain open credit accounts with various vendors that are utilized on a frequent basis. Only individuals authorized by the cost center manager may utilize the vendor's credit account. Receipts for credit account purchases should be submitted to the Treasurer for payment within three business days of the purchase.

Credit Cards

The credit card may only be used to purchase goods or services for the official business of Sherman Township. Receipts for credit card purchased are to be submitted to the Treasurer within three business days of the purchase.

Emergency Procurement

When an event occurs that is a 1) threat to public health, maintenance of an essential Township service, welfare of persons or public property, or the security of the Township or its interests and 2) the procurement need can not be delayed for the 18-hour advance notice of a special Board meeting then the Supervisor, or in the Supervisor's absence, the Clerk or Treasurer, may authorize the expenditure.

Competitive Purchases and Contracts

Any purchase or contract of \$5,000 or greater should include at least three quotes or bids for cost comparison.

Conflict of Interest

Township Official or employee shall not participate directly or indirectly in procurement when the official or employee, or any member of the immediate family, has a financial interest pertaining to the procurement.

Invoice Review

Board shall approve all invoices or financial claims against the Township prior to payment except payroll, utility bills, and invoices with penalties or discounts that would be incurred if payment were not received prior to the Board meeting where claims will be approved. These claims and invoices shall be post-audited at the next Board meeting following their issuance.

Board Adoption

Motion made by _____, seconded by _____ to adopt the foregoing resolution.

Upon a roll call vote, the following voted:

Supervisor Middlemis-Brown __Aye __No

Treasurer Kastelic __Aye __No

Clerk Reno __Aye __No

Trustee Connell __Aye __No

Trustee Kastelic __Aye __No

The Supervisor declared the motion carried and the resolution duly adopted on September 9, 2021.

On September 9, 2021, the Sherman Township Board of Trustees approves the "2021 Procurement and Purchasing Policy" resolution:

Rob Middlemis-Brown
Township Supervisor
Sherman Township Board

JT Reno
Township Clerk
Sherman Township Board