

**Town of Canton
Purchasing Policy**

The purpose of this Policy is to establish a written document governing the purchasing agent or department heads to use sound financial and good fiscal management of all Town funds.

All single purchases under \$1000.00 will be allowed with a sales receipt or other pertinent material showing the cost of the item.

All single purchases over \$1000.00 and less than \$5000.00 shall be accomplished by soliciting cost from a minimum of three vendors providing preference to local vendors based on associated cost. This material should be documented as to date and cost and kept as a record. The purchase shall require the approval of at least three Selectmen after checking with the Town Treasurer to see if the purchase will cause an overdraft in the applied account.

All single purchases over \$5000.00 shall be accomplished through an open bid process. Request for bids may be solicited and/or posted in a local or regional paper. Bids shall be opened and awarded at the stated Selectmen's meeting.

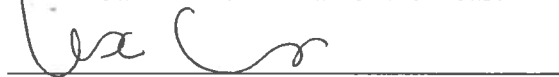
If at anytime a purchase will overdraft an account the Town Treasurer shall notify the Selectmen before the purchase is made. In such a case at least three Selectmen's approval is needed to make the purchase.

In case of an emergency all necessary steps shall be taken to ensure the public safety, health, and welfare. Communication between the parties and the Selectmen will be necessary.

This Policy is enacted at a regular and duly called meeting on this 14th day of November, 2013.



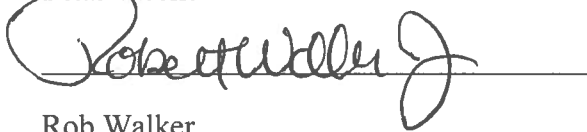
Shane Gallant – Chairman of the Board



Lisa Cummings – Co-Chair



Brian Keene



Rob Walker