

PURCHASING POLICY ADDENDEUM A

VALUE	Pre-Approval Level			Purchasing Procedure				
	<i>Dept. Head</i>	<i>Town Administrator</i>	<i>Board of Selectmen</i>	<i>Direct Purchase</i>	<i>Informal Bid Process</i>	<i>Formal Bid Process</i>	<i>Purchase Order Required</i>	<i>Security Required</i>
\$1 - \$1,000	X			X				
\$1,001 - \$5,000	X				X			
\$5,001 - \$10,000	X	X	X		X		X	
\$10,001 +	X	X	X			X	X	
\$25,000 + Construction Projects	X	X	X			X	X	X