

**TOWN OF HALIFAX**  
**PROCUREMENT-PURCHASING POLICY**  
**July 5, 2023**

Massachusetts General Law Chapter 30B, the Uniform Procurement Act, establishes uniform procedures for local governments to use when contracting for supplies, services and real property. In addition, sound business practice and additional regulations dictate that our Town have procedures in place over the purchasing process in order to ensure appropriate stewardship of public funds and to maintain a degree of budgetary control.

The Town's purchase order and procurement policy provides for the Town Finance office to establish procurement documentation standards to ensure proper stewardship of public funds, budgetary control and compliance with the requirements of laws and regulations. Expending certain funds under the control of the Town of Halifax requires a purchase order approved by the Chief Procurement Officer, which has been signed by the department head and has the appropriate account to be charged listed under Funding Source.

**Below are purchasing procedures and guidelines for employees to follow:**

<b>Purchasing Procedure**</b>		
<b>Purchasing Circumstance</b>	<b>Procedure</b>	<b>Documentation</b>
Purchases \$0 - 2,499	Sound Business Practices	Invoice Only
Purchases \$2,500 - 9,999	Sound Business Practices	Purchase Order Followed by Invoice
Purchases \$10,000 - \$49,999	Applicable procurement required under MGL, or as directed by the Procurement Officer	Minimum of three written quotes or State Contract Number, followed by Purchase Order
Purchases \$50,000 and over	Applicable procurement required under MGL, or as directed by the Procurement Officer	Invitation for Bid (IFB) or Request for Proposal (RFP)
Emergency Purchases \$10,000 and over	Emergency Procurements Only	Documentation explaining the situation must accompany the purchase order within 24 hours of the purchase
Exceptions from purchase order policy are utilities, postage, and vehicle repairs		

**\*\*Please remember, it is mandatory that department heads sign all purchase orders prior to submitting them for review**

More specific information regarding purchasing requirements can be found at the link below:

<https://www.mass.gov/doc/the-chapter-30b-manual-procuring-supplies-services-and-real-property-legal-requirements-recommended-practices-and-sources-of-assistance-9th-edition/download>