

ORDINANCE #922

**AN ORDINANCE AMENDING CITY OF AVA, MISSOURI CODE OF ORDINANCES CHAPTER 2 ADMINISTRATION ARTICLE IV AUTHORIZING THE DEVELOPMENT OF A PURCHASE ORDER POLICY ESTABLISHING LAYERS OF AUTHORIZATION AND ALLOWING THE CITY TREASURER TO MAKE LINE ITEM CHANGES TO DEPARTMENT BUDGETS WITHOUT CHANGING TOTAL DEPARTMENT EXPENDITURES**

**Whereas,** The City of Ava, Missouri wishes to develop a purchase order and budget maintenance policy as recommended by city auditors Davis, Lynn & Moots, CPA.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF AVA, as follows:**

- Section 1. That a purchase order policy be implemented allowing purchase orders to be approved based upon the following authorization levels and in accordance of City Code Chapter Two, Article Six:  
Purchasing Agent: Is authorized to approve requests that are within budget and \$1,000 or less.  
Administrative Director/Treasurer and Mayor: Are authorized to approve requests that are within budget and less than \$5,000.
- Section 2. Administrative Director/Treasurer is authorized to make line item changes to departmental budgets without changing total departmental expenditures with approval from the department supervisor and mayor.
- Section 3. This ordinance shall take effect and be in force from and after its passage and approval by the Board of Aldermen of the City of Ava, Missouri. All ordinances or parts of ordinances in conflict with the terms hereof are void and of no effect.

Passed and approved: October 25, 2011

Reviewed and approved as to form by City Attorney: \_\_\_\_\_ Larry Tyrrell

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Mayor Eddie Maggard

Attest:

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City Clerk Marilyn Alms