



PROCUREMENT POLICY

TOWN OF SCHROON NEW YORK

2026

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Town of Schroon Procurement Policy

“Purchase high quality goods and services at the lowest possible cost to the benefit of the Town and its taxpayers/residents”

INTRODUCTION

Pursuant to General Municipal Law (G.M.L.) Section 104-b, “goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interest of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.”

To further these objectives and in compliance with G.M.L. Section 104-b, the Town Board of the Town of Schroon, by resolution, has adopted certain internal policies and procedures contained in this document governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of G.M.L. Section 103 or of any other general, special or local law.

The purchasing function involves the procurement of materials, supplies, equipment, and services at the lowest possible cost consistent with the quality needed to meet the required standards of the Town. Our goal is the promotion of the Town’s best interest through intelligent action and fair dealing which will result in obtaining the maximum projected value for each dollar expended.

Input from Town department heads and staff has been solicited to develop this policy. The Town Board will at least annually, solicit input from staff and department heads and review this policy to identify and make any necessary revisions.

This policy supersedes any and all prior procurement policies, procedures and Town Board resolutions regarding procurement. All future Town Board resolutions that affect this policy must include revisions to the policy for simultaneous approval.

ETHICS OF PURCHASING

In the interest of eliminating any suspicion of wrong doing, unfairness or conflicts of interest prior to any purchase of materials, supplies, equipment, or services, the requisitioner shall:

1. Consider the interest of the Town in the betterment of government.
2. Endeavor to obtain the greatest value for every dollar expended.
3. Be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with the purchasing procedures. Should such advice and/or suggestions have the appearance of being in conflict with the purchasing procedures, the requisitioner shall notify the Town Supervisor for an immediate clarification. The Town Supervisor will then notify the Town Board of the identity of the parties involved and the circumstances of any and all queries of this nature.
4. Strive for knowledge of municipal equipment and supplies in order to recommend items that may either reduce cost or increase municipal efficiency.
5. Insist on and expect honesty in sales representation whether offered verbally or in writing, through advertising or by providing samples of a product.
6. Give all responses equal consideration and the assurance of unbiased judgment in determining whether they meet specifications.
7. Discourage the offer of gifts which in any way might influence a purchase.
8. No official or employee shall be interested financially in any contract entered into by the local government as defined in Article 18 of the General Municipal Law.

NEW YORK STATE LAWS GOVERNING PROCUREMENT

NYS law allows various methods of procurement to be available to municipalities.

1. NYS GML §103

GML §103 requires advertisement for sealed bids for all contracts for public work involving an expenditure of more than \$35,000 and all purchase contracts involving an expenditure of more than \$20,000. Such contracts shall be awarded to the lowest responsible bidder, provided, however, that purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the Labor Law) may be awarded on the basis of best value, as defined in State Finance Law §163.

A) Purchase Contract v. Public Works Contract

The Office of the State Comptroller has issued opinions that the term “purchase contract” applies to the procurement of commodities (e.g. equipment, materials, supplies and some services), while the term “contract for public work” applies to contracts for services, labor and construction. A public works contract is defined as an improvement to a public facility in which the majority of the costs are labor. In many instances, contracts involve both goods and services, and it is difficult to determine which bid limit to apply. Each procurement must be reviewed on a case-by-case basis and a determination made as to what kind of contract is involved. As a general rule, if the contract involves a substantial amount of labor such that it is the focal point and the acquisition of materials is incidental, it will be considered a contract for public work. Conversely, if services or labor is only minimal or incidental to the acquisition of goods, it is considered a purchase contract. For example, a contract for interior painting of a building involves both material (paint) and labor (painting). In most instances, the labor component of the contract will be predominant making it a contract for public work. In contrast, replacing a boiler or furnace, while involving both equipment (the boiler) and labor (installation) will, in most instances, consist primarily of a charge for the equipment, making it a purchase contract. The purchaser or initiating department should make this determination.

B) Aggregation

In determining thresholds, consideration must be taken as to the aggregate amount reasonably expected to be expended for “all purchases of the same commodities, services or technology to be made within the twelve-month period commencing on the date of purchase”, whether from a single vendor or multiple vendors. Please note this is a rolling period and should be reviewed each time a purchase is made. Past history should also be taken into consideration when evaluating annual costs associated with the purchase of a commodity or service. If the bid limit is anticipated to be exceeded, competitive bidding shall be used. The Town Supervisor shall determine aggregation rules and application to the annual value of a commodity based on the best information available at that time. If it is determined that a procurement is required that was not initially included in an aggregated contract, the item(s) may be quoted using one of the methods below and the item(s) must be included in the next bid or contract for that commodity or group of items.

2. LOCAL PROCUREMENT CHART

The following procurement requirements shall apply to all Town of Schroon purchases:

	Verbal Quotes		Written Quotes			Sealed Bids	RFP	Other	Town Board Approval
	1	3	1	2	3				
Purchase Contracts									
\$2,000.00 or less	X								
\$2,000.01 - \$19,999.99					X				X
Over \$20,000 (GML §103)						X			X
Public Works Contracts									
\$2,000.00 or less	X								
\$2,000.01 - \$7,500.00		X							X
\$7,500.01 - \$34,999.99					X				X
Over \$35,000 (GML §103)						X			X
Emergency								X	
Sole Source									X
Professional Services									
\$0.01 - \$34,999.99									X
\$35,000 - \$74,999.00									X
\$75,000 and over							X		X
Leases and Rentals									
\$0.01 - \$2,000.00	X								
\$2,000.01 - \$9,999.99					X				X
\$10,000.00 - \$19,999.99					X				X
\$20,000.00 and over						X			X
Second Hand Equipment from Government Entity									X

TOWN OF SCHROON PURCHASING POLICY

1. The Town Supervisor will be responsible for developing, maintaining and overseeing the purchasing program of the Town of Schroon. The Supervisor shall seek input from the department heads regarding the adequacy of the Purchasing Policy, at least once each year, and present any revisions deemed necessary to the Town Board who will consider any Amendments to the Procurement Policy at the organizational meeting annually.
2. The Town Supervisor shall, in conjunction with department heads and/or their designees, determine that items purchased pursuant to this policy are obtained at the lowest possible prices from responsible providers and shall maintain supporting documentation.
3. Pursuant to G.M.L. Section 103, all purchase contracts for materials, equipment, or supplies that involve an expenditure of over \$20,000 and all public works contracts exceeding \$35,000 shall be awarded only after public bidding pursuant to law for the solicitation of formal bids, unless purchased under New York State Contract or other New York State Preferred Sources. It is the responsibility of the department head to identify the purchases to be made by his/her department in a fiscal year that will exceed the monetary limits stated above and to initiate the competitive bidding process by contacting the Town Supervisor. Only the Town Supervisor, or his/her designee, is authorized to open the bids and the Town Clerk shall record such bids.
4. Each department which anticipates purchasing \$5,000 or more of a particular item or category of items (i.e.: office supplies, janitorial supplies, equipment, etc.) will promptly notify the Town Supervisor of the item and the anticipated amount of purchase for the year. It is the responsibility of the Town Supervisor to determine whether the accumulated cost of a specific item used by more than one department will exceed the competitive bidding limits in a fiscal year and therefore be subject to competitive bidding requirements.
5. It is the responsibility of the department head to determine whether it is advantageous to the Town to bid any purchase contracts less than the statutory limits in 3 above.
6. Items commonly used in the various departments thereof shall be uniform whenever consistent with the operational goals and in the interest of efficiency and economy. Standard supply lists of commonly used items shall be jointly developed for all categories or groups of supplies by the Town Supervisor and the department head or designee. These lists shall be used as the basis for requisitioning.
7. It is the responsibility of the requisitioner to provide an adequate description of items needed in the preparation of their bid specifications should be written so as not to restrict competition or otherwise preclude the most economical purchase of the required items.
8. Each department head is authorized to make purchases for his/her department within the guidelines of this policy. The department head may delegate this authority and shall submit to the Town Supervisor a list of approved names and signatures of designees in their department.
9. All individual purchases of equipment costing \$2,000.00 or more must have the prior approval of the Budget Officer. The term “individual” as used herein, refers to the total for that item of equipment on a requisition. For example, if a requisition is made for 3 identical items costing \$800.00 each, for a total of \$2,400.00, that requisition would require the prior approval of the Budget Officer. **ATTEMPTS TO CIRCUMVENT THIS REQUIREMENT BY SUBMISSION OF MULTIPLE REQUISITIONS WILL BE REFERRED TO THE TOWN BOARD FOR FURTHER ACTION.**
10. All officials and employees shall comply with the requirements of Article 18 of the G.M.L. and the Town’s Code of Ethics.
11. Unless prohibited, efforts should be made to solicit private industries and businesses in the Town of Schroon while maintaining the stated goals of this policy.
12. The purchase of products containing recycled material is encouraged whenever its quality is adequate, it is economically and functionally feasible, and it is within State regulations concerning local financial transactions.
13. Determination of vendors from which goods shall be leased shall follow the procedures set forth in the Leasing Procedures Section.
14. This Policy does not apply to the cost of Publication Notices that are legally required to be posted pursuant to any New York State Law.

TOWN OF SCHROON PURCHASING GUIDELINES

Each department which anticipates purchasing \$5,000.00 or more of a particular item or category of items shall promptly notify the Budget Officer of the item and the anticipated amount of the purchase for the year.

For purchases of materials, supplies and equipment:

Up to \$2,000.00	No quotes required, at the discretion of the Department Head in consultation with the Supervisor or Supervisors designee, purchase/acquisition shall be accomplished based on reliable market data. Purchase order must be signed by Department head.
\$2,000.01 to \$19,999.99	3 or more written quotes with documentation. Documentation must be submitted with the purchase order and a copy retained by the department head. Town Board approval required.
\$20,000.00 or more	Formal sealed bids in conformance with GML §103.

(Quotes for perishable goods and goods for which needs frequently change, e.g.: polymers for waste treatment, should be quoted on a monthly basis or as the need is established, if more frequent.)

All Public Works Contracts

Up to \$2,000.00	No quotes required, at the discretion of the Department Head in consultation with the Supervisor or Supervisors designee, purchase/acquisition shall be accomplished based on reliable market data. Purchase order must be signed by Department head.
\$2,000.01 to \$7,500.00	3 or more verbal or written quotes with documentation. Documentation must be submitted with the purchase order signed by the department head and a copy retained with the department head. Approval by the Town Board is required
\$7,500.01 to \$34,999.99	3 or more written quotes with documentation. Documentation must be submitted with the purchase order and a copy retained by the department head. Town Board approval required.
\$35,000.00 or more	Formal sealed bids in conformance with GML §103.

Professional Service Contracts:

Up to \$34,999.99	No quotes required, Town Board approval required. RFP may be used at the discretion of the Town Board.
\$35,000.00 to \$74,999.99.	On the recommendation of the department head, Supervisor or Town Board. RFP may be used at the discretion of the Town Board. Town Board approval required. 3 quotes may be requested by the Town Board
\$75,000.00 or more	RFP and Town Board approval required.

All awards from quotes shall be made to the lowest responsible vendor, if possible. Circumstances, which may dictate purchase from other than the low quoter (i.e.: delivery requirements, quality or quantity requirements, known past experience of vendor, etc.) **must be documented** on the face of the requisition or attached thereto.

If any department purchases or public work contracts are under bidding limits, but are suspected to exceed the \$20,000.00/\$35,000.00 limit on a town-wide basis, discretion shall be used, inquiries made, and if appropriate, the bidding procedure will take effect.

Leases or Rentals

Up to \$2,000.00	No quotes required
\$2,000.01 to \$9,999.99	3 or more written quotes with documentation. Documentation must be submitted with the lease/ rental agreement, Town Board approval required.
\$10,000.00 to \$19,999.99	3 or more written quotes required with documentation. Documentation must be submitted with the lease/ rental agreement, RFP or BID may be used at the discretion of the Town Board. Town Board approval required.
\$20,000 or more	Formal Sealed Bids in conformance with GML §103

TOWN OF SCHROON GUIDELINES FOR BIDDING

1. After receiving authorization from the Town Board to begin the bidding process, detailed specifications of the desired material, supplies, equipment and/or services shall be prepared by the department head.
2. The Town Board, will establish a date and time for the opening and reading of the bids as per G.M.L.
3. The Town Clerk will arrange for the legal notice to be placed in the official newspaper(s) of the Town.
4. Bids will be physically opened and read by the Town Supervisor, assisted by his/her designee. A department representative may be requested to attend the bid opening by the Town Supervisor.
5. Awarding of the bid will take place after the requesting department and the Town Supervisor have had time to jointly research the bids to make sure that the bidders have complied with the specifications, that sufficient monies have been appropriated within the department's current budget, and that the G.M.L. has been adhered to.
6. The bid will be awarded to the lowest responsible bidder. A rejection of the low bid will be documented by the originating department.

TOWN OF SCHROON EMERGENCY PURCHASES

On rare occasions, an emergency situation affecting the immediate life, health, safety, or property of the Town or its residents may require suspension of this policy. Routine items, which the department has forgotten to maintain in inventory or anticipate will not meet the guidelines.

For cases involving purchases less than the statutory bidding requirements (\$20,000.00 for purchases and \$35,000.00 for public works contracts) the following steps should be taken:

1. Notify the Town Supervisor as soon as possible. The department head must make every reasonable attempt to obtain approval from the Supervisor or designee prior to making the purchase.
2. Within ten days all documentation to include Emergency Purchase Documentation Form (see Appendix A) invoices, paperwork, etc. shall be submitted to the Town Supervisor, including documentation of the emergency. If the invoices cannot reasonably be obtained within ten days, the department head will so notify the Town Supervisor. The Town Board, as soon as reasonably possible after notification, shall pass a resolution affirming or ratifying the need for the purchase.

When it appears that the Town Supervisor cannot reasonably be notified, the purchase may be made, but notification within the ten-day period shall still be adhered to.

For cases involving purchases or public works contracts in excess of the bidding requirements, this policy may be suspended upon the approval of the Town Supervisor. The department head should document that the procurement was made pursuant to an emergency and set forth the facts supporting that determination.

TOWN OF SCHROON ALTERNATIVE PURCHASING SOURCES

Preferred Sources

Preferred procurement sources shall be considered when products offered by these sources are requested. These sources include the New York State Department of Corrections, Industries for the Blind of New York State, and New York State Industries for the Disabled. More information can be found at the NYS Office of General Services.

Sole Source

When there is only one possible source from which to procure goods and /or services, thus indicating that there is no possibility of competition, the following shall be documented in writing:

1. Unique benefits of the item needed;
2. No other product/service can compare;
3. Cost is reasonable as compared to product offered;
4. There is no competition available;
5. Use of a Sole Source requires Town Board Approval.

Second Hand Equipment from Other Governments

Surplus and second-hand supplies, material, or equipment may be purchased without competitive bidding from the United States Government, the State of New York, or from any other political subdivision, district, or public benefit corporation of the State of New York (G.M.L. Section 103(6)).

Professional Services & Consultants

Contracts which require professional methods, character, standards, or the exercise of independent professional judgment fall into the professional service contract category. Many of these professional services require a state license to practice or may be creative and specialized in nature. Examples of professional services:

- | | |
|---|--------------------------------|
| -Accounting | -Design Services |
| -Advertising Agency Promotion | -Engineering |
| -Architectural | -Instructors/Teachers/Training |
| -Artwork | -Insurance |
| -Clinical Service Providers | -Legal |
| -Computer Software Maintenance Agreements | -Medical/ Dental Services |
| -Consultants | |

Whereas, the intent of General Municipal Law Section 104(b) includes the hiring of consultants and professionals as outlined above, the following policy shall apply:

1. Professional services should be solicited via the RFP process outlined in this policy except as defined in emergency circumstances above.
2. The requesting department head and the Town Supervisor will negotiate with the supplier of services.
3. The Town Board will then vote whether to authorize the Town Supervisor to enter into any resulting agreement.

STATE CONTRACTS, CERTAIN FEDERAL CONTRACTS– GML §104

Certain State contracts are made available to local governments and school districts through the New York State Office of General Services (OGS). Purchases may be made at the same prices, under the same terms as the State. The majority of State contracts can be used as soon as they are awarded. Orders are placed directly with the contractors listed, using a purchase order.

Departments must follow the recommended procedures for State agencies for each contract (e.g. if over \$50,000, multiple quotes should be obtained; requirement to use mini-bids in certain instances; etc.).

COUNTY CONTRACTS – GML §103(3)

GML §103(3) expressly permits a political subdivision to make purchases of materials, equipment or supplies, or to contract for services other than those subject to Article 9 of the Labor Law, when available,

through the county in which the political subdivision or district is located or through any county within the state subject to the rules established pursuant to Subdivision 2 of Section 408-a of the County Law. Prior to making such purchases or contracts, the officer, board or agency shall consider whether such contracts will result in cost savings after all factors, including charges for service, material, and delivery, have been considered.

PIGGYBACKING

Local governments may “piggyback” on contracts that have been extended to local governments and school districts by certain other governments. Use of these contracts constitutes an exception to the competitive bidding and offering requirements of the law. This exemption authorizes political subdivisions to purchase apparatus, materials, equipment or supplies, and to contract for services related to the installation, maintenance, or repair of these items, through the use of contracts let by the United States or any agency thereof, any State or any other political subdivision or district therein. Three prerequisites must be met:

1) The contract must have been let by the United States or any other agency thereof, any state or any other political subdivision or district therein. Therefore, there must be an underlying contract let by one of the listed governmental entities. Contracts developed for use by local governments that are let by private parties and not by the United States or any agency thereof, any state or any other political subdivision or district therein, would not fall within the exception.

The phrase “any state or other political subdivision or district therein” clearly includes other states, and political subdivisions in other states, as well as New York State political subdivisions. Therefore, in addition to the current competitive bidding exception for certain purchases through contracts of New York State counties (County Law §408-a; GML §103[3]), local governments may also purchase through qualifying contracts let by other New York State political subdivisions under this exception.

2) The contract must have been made available for use by other governmental entities. This means that the other governmental entity has taken steps to make its contract available for New York local governments. In general, this would occur by inclusion in the contract let by the other entity of a clause extending the terms and conditions of the contract to other governmental entities. Unilateral offers by vendors to extend contract pricing and other terms and conditions would not fall within the exception.

A clause such as “*This bid will be made available to other municipalities seeking the same product and services. Contractor to honor pricing listed above to any other Municipality or government agency allowed by law to piggyback.*” But not limited to said wording may be added to bids in order to ensure “piggyback” will be allowed.

3) The contract must have been let in a manner that constitutes competitive bidding “consistent with state law.” The purchasing local government would need to obtain background information on the procedures used to let the contract and, as necessary, consult with its counsel, to determine whether this prerequisite is met.

REQUIRED DOCUMENTATION

Documentation is required of each action taken in connection with procurement. This includes Town Board resolutions, memoranda, written quotes, telephone logs (for verbal quotes), requests for proposals, proposals, contracts (i.e. copies of State/County contracts), and any other appropriate form of documentation. See Appendix B, Verbal Quote Sheet, which can be used for documentation. If there is any question on what form of documentation is required, the Contract Compliance and Administration Department should be consulted.

CHANGE ORDERS

Change orders for Public Works Projects which, by their nature and due to circumstances existing at the time, require immediate evaluation and approval may be executed by the Supervisor, Supervisors designee or the Town Board.

1. All Public Works Contracts from zero (\$0.00) to ten thousand dollars (\$10,000.00) - Change Orders may be approved up to a cumulative amount of twenty percent (20%) over and above the original contract amount by the Supervisor.

2. All public works contracts from ten thousand one dollars (\$10,001.00) up to One Hundred Fifty Thousand Dollars (\$150,000.00) – Change orders may be approved up to a cumulative amount of ten percent (10%) over and above the original contract amount by the Town Board.

3. All Public Works Contracts Over One Hundred Fifty Thousand One Dollars (\$150,001.00) up to Five Hundred Thousand Dollars (\$500,000.00) - Change Orders may be approved up to a cumulative amount of five percent (5%) over and above the original Contract amount by the Town Board.

4. All Public Works Contracts Over Five Hundred Thousand Dollars (\$500,000.00)-Change Orders may be approved up to a cumulative amount of Twenty-Five Thousand Dollars (\$25,000.00) over and above the original Contract amount by the Town Board.

RECEIVING OF GOODS

After merchandise or service is received by the ordering department the following shall take place:

- A. Each department acknowledges that the goods were received in good condition by writing such on the packing slip or other receiving documents. The person receiving the goods must sign and date the receiving documents. Receiving documents must be maintained by the department, if available, and attached to the voucher before it is submitted for audit and approval by the Town Board.
- B. Failure of vendors to make promised deliveries should be reported to the Town Supervisor for follow up actions.

STANDARDIZATION

Section 103(5) of the General Municipal Law states that “Upon the adoption of a resolution by a vote of at least three-fifths of all members of the governing body of a political subdivision or district therein stating that, for reasons of efficiency or economy, there is need for standardization, purchase contracts for a particular type or kind of equipment, material or supplies of more than \$20,000.00 may be awarded by the appropriate officer, Board or agency of such political subdivision or any such district therein, to the lowest responsible bidder furnishing the required security after advertisement for sealed bids therefore in the manner provided in this section. Such resolution shall contain a full explanation of the reasons for its adoption.”

UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to comply with the provisions of G.M.L. Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Schroon or any officer or employee.

VOUCHERS

When purchases are made pursuant to state or county contract, a copy of the contract will be presented to the Town Board with the voucher. The contract number or a specific reference to the contract will appear on the face of the voucher.

APPENDIX A
EMERGENCY PURCHASE DOCUMENTATION
(SEE FOLLOWING PAGE)

Town of Schroon

Emergency Purchase Documentation Form

This form is to be completed for all emergency purchases made that contravene the Town's Purchasing Policy. You must contact the Supervisor (or Deputy Supervisor in the Supervisor's absence) to obtain his/her approval prior to making the purchase. This form must be completed and submitted to the Town Board at the first work session following the Emergency purchase. A copy should also be submitted to the Town Supervisor at the earliest convenience.

An exception to the competitive bidding requirements exists for emergency situations (GML §103[4]). There are three basic statutory criteria to be met in order to fall within this exception. These are that (1) the situation arises out of an accident or other unforeseen occurrence or condition; (2) the circumstances affect public buildings, public property, or life, health, safety or property of the political subdivision's residents; and (3) the situation requires immediate action which cannot await competitive bidding.

Generally, there must be a present, immediate and existing condition which is creating an imminent threat or danger and which requires such immediate action that a further delay to comply with competitive bidding requirements is so detrimental to the public interest that it overcomes the strong public policy in favor of bidding. Further, because the emergency must arise out of an accident or unforeseen occurrence, it is doubtful a local government may invoke the emergency exception in a situation which the result of inaction or dilatory behavior on the part of local officials and which, therefore, could have been foreseen in time to advertise for bids.

Even when a governing board passes a resolution that a public emergency exists, the public interest dictates that purchases are made at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practical under the circumstances.

1. Date of Emergency Purchase: _____
2. Date you received approval from the Supervisor: _____ Supervisor's Initials: _____
3. Date of Town Board meeting where Board is notified: _____
4. Amount of Emergency Purchase. Please provide a detailed listing of items purchased and the cost of each (attach additional detail if necessary): _____

5. Is there adequate funding in your current operating budget to cover this purchase? _____
Identify budget Org/Object: _____
6. Please describe the circumstances that resulted in the need to make an emergency purchase without following the Town's Purchasing Policy: _____

7. Please describe what steps were taken to ensure the lowest cost for the Emergency Purchase. If none, please explain why your department was prevented from doing so: _____

8. Department Head Signature: _____ Date: _____
CC: Town Board, Town Attorney

For Contract Compliance & Administration Use
Only Date of Town Board Resolution:

Emergency Purchase Tracking/Res #:

APPENDIX B

VERBAL QUOTE SHEET

(SEE FOLLOWING PAGE)



Town of Schroon

15 Leland Ave
P.O. Box 578
Schroon Lake, NY 12870

Verbal Quote Sheet

Product Description:

Quote #1 Date: ___/___/___ Vendor Name: _____

Contact Name: _____ Phone _____

Email: _____ **COST: \$** _____

Notes: _____

Quote #2 Date: ___/___/___ Vendor Name: _____

Contact Name: _____ Phone _____

Email: _____ **COST: \$** _____

Notes: _____

Quote #3 Date: ___/___/___ Vendor Name: _____

Contact Name: _____ Phone _____

Email: _____ **COST: \$** _____

Notes: _____

Quotes obtained by: _____

Department: _____