

**Town of Hollis**  
**Office of the Select Board**  
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Mary Hoffman

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## **POLICY # 21**

### **Purchase Orders and Disbursement of Funds**

1. Personnel authorized to submit Purchase Orders are identified under Policy #45.
2. Purchase Orders must be completed for all purchases over \$750.00. All Purchase Orders must contain detail and specific information relating to the purchase and reason(s) for the request. Purchase Orders must be signed by the Treasurer indicating that funds are available prior to approval by two Select Board members. Purchase orders must be approved prior to any order being placed, material picked up, or work performed on any project.
3. Emergency purchases may be authorized by a telephone call to two (2) members of the Select Board and followed up with Purchase Orders submittal within five (5) business days.
4. Before Purchase Orders are signed by the Select Board, the Select Board may ask the requestor to obtain additional quotes to ensure that funds are spent efficiently and are fiscally responsible.
5. Purchase Orders will not be required for essential recurring expenses, such as: oil, electricity, insurance, etc.
6. All Purchase Orders must be requested in person to the Select Board.
7. The Purchase Order is not valid until signed by the Treasurer and at least two (2) Select Board members.
8. A copy of the Purchase Order, signed by the Department Head or designated representative, the Treasurer, and the Select Board, will be returned to the Department Head to authorize the requested purchase. The signed original Purchase Order will remain with the Treasurer, one copy will be submitted with the bill for payment and one copy will be kept in the Treasurer's office with supporting documents, if any.

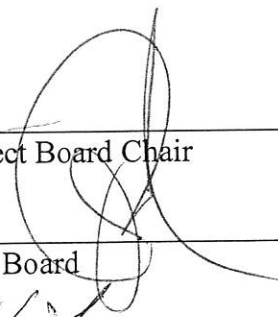
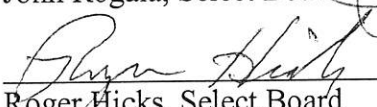
9. Outstanding Purchase Orders at the end of the fiscal year will be reviewed the Select Board to determine whether funds should be carried forward to the next year or the Purchase Order should be cancelled.

## Disbursement of Funds

1. The Select Board are the only Town Officials authorized to request funds to be dispersed for payment from the Treasurer's Office.
2. The Select Board independently may authorize funds to be dispersed from any account without signature of the Department Head.
3. All other disbursement requests must be signed by the Department Head and authorized by the Select Board for funds to be dispersed from any appropriation account.

Approved: November 16, 2016

Amended: February 7, 2024

  
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Mary Hoffman, Select Board Chair  
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John Rogala, Select Board  
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Roger Hicks, Select Board