

Town of Hollis
Office of the Select Board
34 Town Farm Road, Hollis, ME 04042
Phone: (207) 929-8552 Fax: (207) 929-3686
Web Address: www.hollismaine.org

David McCubrey

John Rogala

Mary Hoffman

POLICY #45

PURCHASE ORDER APPROVAL LIST

The following is a list of Town Employees who are approved to sign and submit Purchase Order requests:

Select Board: All active members

Town Officials and Employees: Tax Collector, Town Clerk, Treasurer, Assessor

Parks and Recreation Department: Director, Assistant Director

Fire and Rescue Department: Fire Chief

Road Commissioner

Code Enforcement Officer

Animal Control Officer

Salmon Falls Library: Director

Planning Board: Chair and Secretary

Finance Committee: Chair and Secretary

Appeals Board: Chair and Secretary

All Purchase Orders are to be completed in accordance with Policy #21 and submitted to the Town Treasurer.

Approved: August 15, 2018

Last Amended: November 4, 2021

David McCubrey, Select Board Chair

John Rogala, Select Board

Mary Hoffman, Select Board