

Requirements for Approval of Purchase over \$10,000 Ordinance – Town of Hollis

This ordinance is written to provide guidance for all Select Board members, town employees at the Hollis Town Office, the Recreation Department, and the Fire Department

Any individual requesting any item that is more than \$10,000 or proposing for work to be completed for a project valued at more than \$10,000 must attempt to get at least three to five estimates for either the item to be purchased or the work to be done.

If unable to obtain the required number of estimates within one month, the individual may present a purchase order for the item or project to be done to the Select Board.

A copy of the purchase order should be made and stapled with a list of all attempts made to find additional estimates.

An exception would be made when the item or project requires the company from which the item was purchased to replace/repair a portion of the item or the project requires a specialized company for which to contract to get the repair completed.

For any specific questions or concerns, the Select Board should be contacted.

Adopted: June 14, 2022

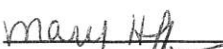
Hollis Select Board:



David McCubrey



John Rogala



Mary Hoffman