

1. **SOLE SOURCE:** No other vendor exists capable of fully meeting the Town's bid requirement(s).
2. **PREFERRED SOURCE:** Alternative vendors exist in the market, but the Selectboard prefers a particular vendor because of project requirements (precision, reliability, service, unique needs); a vendor's historical performance and/or extensive knowledge of the Town's need; or concerns about other vendors (lack of experience or history, poor service, lack of availability of parts).
3. **EMERGENCY PURCHASES:** The Selectboard may award or authorize contracts or make purchases for the purpose of meeting a public emergency without complying with the bid process. Emergency expenditures may include immediate repair of or maintenance to Town property, equipment or infrastructure if the delay in such repair or maintenance would endanger person(s) or property or result in substantial impairment of the delivery of important Town services.

**B)** In the event that the Selectboard authorizes use of a single source, the Purchasing Agent shall write a memo for the project file which includes the following as applicable:

1. A statement that provides information regarding the project or procurement (e.g., any unique requirements, nature of emergency, etc.) and identification of the reason(s) that the selection process does not include a bid process
2. A description of the proposed vendor's/contractor's unique qualifications
3. A description of efforts to solicit offers from other vendors and the results, or a statement describing the reason offers from other vendors were not solicited.

#### **SECTION VI: RECEIPT AND INSPECTION**

The Purchasing Agent shall be responsible for the receipt, inspection and acceptance or rejection of incoming supplies and equipment.

#### **SECTION VII: PAYMENT**

All invoices shall be submitted by the Purchasing Agent to the Treasurer's Office, and will be submitted with a duly executed IRS Form W-9. No payment will be made until an IRS Form W-9 is received.

The cost of goods and services received before June 30<sup>th</sup> shall be expensed to that fiscal year.

#### **SECTION VIII: DEBIT/CREDIT CARD USE**

The Town does not have any debit or credit card accounts, with the exception of a credit card account used by the Charlotte Library.

The use of personal credit cards, cash or personal checks to make purchases for the Town is discouraged unless no alternative exists. If reimbursement is necessary a receipt is mandatory.

#### **SECTION IX: LEASE PURCHASES**

The purchase or lease of any equipment, vehicles or materials which require periodic payments over the course of one year or more shall be subject to all applicable provisions of this policy in accordance with the dollar values set forth herein.

All lease purchase agreements shall contain a non-appropriation clause whereby the Town shall not be obligated under the terms of the lease if the necessary funds are not appropriated at a future Town Meeting.