

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 4, 2024**

Resolution No. 024-008

Purchase Procedures for Goods and Services

RESOLVED, that the Town of Plattsburgh adopted procedure policies, as indicated in the Town's Official Policy Book, shall be the procedures to be followed by all elected and appointed officials and Town employees for the year 2024, for the purchase of Commodities, Equipment or Goods for Public Works Projects/Contracts (Schedule-B), for Professional Services and Consultants for Purchase Order Policy and Cash Disbursements Procedures; and it is further

RESOLVED, that the Town Board does authorize and order that the Purchase Order Policies and Cash Disbursement Procedures, as outlined in Schedules A, B, C and D, shall become the policy and procedures to be followed by Town of Plattsburgh personnel for purchase orders and cash disbursements for the year 2024; and it is further

RESOLVED, that a copy of this Resolution be given to the Finance Manager.

Motion:

Seconded by:

Discussion:

Yes No Absent Carried Tabled

**Thomas E. Wood
Barbara E. Hebert
Charles A. Kostyk
Dana M. Isabella
Michael S. Cashman**