

**AN ORDINANCE AMENDING ORDINANCE NO. 10-14
REGARDING PURCHASE ORDERS**

BE IT ORDAINED BY THE SOUTH SANGAMON WATER COMMISSION, AS FOLLOWS:

SECTION 1: The Purchase Orders policy established by the Commission's Purchasing Procedures in Ordinance No. 10-14 is amended to read as follows:

PURCHASE ORDERS. Purchase Orders "POs" are to be administered by the Clerk or his or her designate. Purchase orders are to be numbered and include at least the following information:

- Date
- Vendor
- Item to be purchased
- Unit cost per Item
- Total amount requested
- Area for Official Signature of approval or denial

All expenditures over \$1,500.00 will be initiated with a PO. POs are to be executed by the Chairman or his or her designate. Purchase orders for over \$1,500.00 must be approved by the Commission prior to execution by the Chairman. Facsimile or electronic copies of signed POs will be considered acceptable affirmations of approval.

In emergency situations only, POs for over \$2,000.00 and not previously approved by the Commission must be executed by the Chairman and either the Clerk or one other Commission. POs executed for emergency situations will be reported to the Commission at the next regularly scheduled meeting.

Periodic re-curing bills, including but not limited to utility bills, need not be supported by a purchase order.

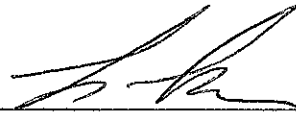
These procedures do not pertain or apply to capital projects under contract.

SECTION 2: Except as amended herein by this Ordinance, all other provisions of the Purchase Procedures, shall remain in full force and effect.

SECTION 3: Any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict. If any part of this Ordinance be held void, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this Ordinance.

SECTION 4: This Ordinance is effective immediately.

PASSED this 21st day of October, 2019.



CHAIRMAN

ATTEST:

Laura Van Praegen
Clerk

AYES: Morris, Johnson, Bloome
NAYS: none
PASSED: 10/21/2019
APPROVED: 10/21/2019
ABSENT: none

These procedures have been adopted by Ordinance No. 19-03, this 21st day of October, 2019.

[Signature]
Chairman

Laura Van Praegen
Clerk

ORDINANCE CERTIFICATE

STATE OF ILLINOIS)
) SS.
COUNTY OF SANGAMON)

I, the undersigned, do hereby certify that I am the duly qualified and acting Clerk of the South Sangamon Water Commission.

I do further certify that the ordinance attached hereto is a full, true, and exact copy of Ordinance No. 19-03, adopted by the Chairman and Board of Commissioners of said Commission on the 21st day of October, 2019 said Ordinance being entitled:

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I do further certify that prior to making this certificate, the said Ordinance was spread at length upon the permanent records of said Commission where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Commission this 21st day of October, 2019.


Clerk