

CITY OF STILWELL ORDINANCE NO. 365

AN ORDINANCE PROVIDING GUIDELINES FOR APPROVAL OF PURCHASES, PAYMENT PROCEDURES, APPOINTING A PURCHASING OFFICER, AND ASSIGNING COMPENSATION FOR SPECIAL DUTIES; REPEALING ORDINANCE 361 AND ALL OTHER ORDINANCES IN CONFLICT HEREWITH

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF STILWELL, OKLAHOMA.

SECTION 1. There is hereby created the position of "Purchasing Officer" for the City of Stilwell. The purchasing officer shall obtain a surety bond in an amount not less than \$500,000.00 to be paid by city for the benefit of the city. The purchasing officer shall have authority to purchase or contract against all budget appropriation accounts as authorized by law. The purchasing officer shall submit requests for purchase orders and contracts prior to the time the commitment is made, to the employee charged with keeping the appropriation and expenditure records. If there be an unencumbered balance in the appropriation made for that purpose, the encumbrance clerk shall issue a proper purchase order.

SECTION 2. There is hereby established approval limits for encumbrance and payment of expenditures, subject to the limitations of law provided in section 1 of this ordinance and Oklahoma Statutes Title 62, Chapter 2 § 310 – 318, as hereinafter amended:

Encumbrance Clerk:	\$ 500.00
City Clerk-Treasurer:	\$1,500.00
Mayor:	\$1,500.00
Mayor & Clerk-Treasurer:	\$5,000.00

Under no circumstances may multiple encumbrances and/or expenditures be made for the same purpose whose aggregate amount exceeds the approval limits above.

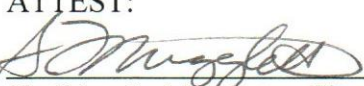
SECTION 3. The position of purchasing officer is a new position and shall constitute a special duty not currently designated to any city employee. The purchasing officer shall be compensated the sum of \$250.00 per pay period for such additional special duties.

PASSED by the City Council this 5th day of July, 2013.

APPROVED by the Mayor this 5th day of July, 2013.



Ronnie Trentham, Mayor

ATTEST:


Sheldon L. Miggetto, City Clerk-Treasurer



(Published in the Stilwell Democrat Journal, July 10, 2013)