

**A RESOLUTION AMENDING THE CITY'S
PURCHASING POLICY IN THE CITY OF LEOTI, KANSAS**

WHEREAS, the City's current Purchasing Policy adopted by Resolution 2016-02 addresses, under the Purchasing Guidelines, when an Acquisition and Purchasing Requisition Form must be used.

WHEREAS, the City wants to update the Purchasing Guidelines to increase the minimum amount of the purchase that requires an Acquisition and Purchasing Requisition Form to be used.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the City of Leoti, Kansas:

SECTION ONE. Amendment. The Purchasing Guidelines shall be amended as follows:
An Acquisition and Purchasing Requisition Form is required to be filled out for all purchases exceeding one thousand dollars (\$1,000.00). The City Clerk, Deputy City Clerk, and City Superintendent shall have the ability to authorize purchases up to one thousand dollars (\$1000).

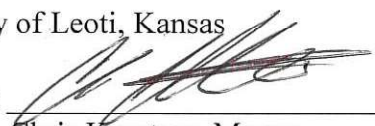
SECTION TWO. Adoption. The proposed City of Leoti Purchasing Policy as amended, attached as "Exhibit A", be hereby amended and adopted as the official policy of the City of Leoti, Kansas effective August 5, 2024.

SECTION THREE. Effective Date. This Resolution shall be in full force and effect as of August 5, 2024.

PASSED by the Council and approved by the Mayor this 5th day of August, 2024.

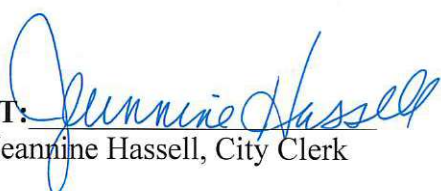
City of Leoti, Kansas

By:


Chris Kreutzer, Mayor

8-5-2024

ATTEST:


Jeannine Hassell, City Clerk

