



# TOWN OF DEWEY BEACH

105 Rodney Avenue  
Dewey Beach, DE 19971  
302-227-6363 (Voice or TDD)  
302-227-6580 Fax

## RESOLUTION #36

Rev. 6/9/95  
Rev. 10/12/96

William H. Rutherford  
Town Manager

BE IT RESOLVED by the Commissioners of the Town of Dewey Beach, Sussex County, Delaware, that the following Authorization Levels govern on all Town purchases:

### Prepurchasing and Invoice Authorization Levels

Materials, Supplies and Equipment, including Equipment Repairs, must have preapproval as follows:

1. Up to \$400.00 - Department Head
2. Between \$401.00 and \$2,500.00 - Committee Commissioner or Town Manager
3. Over \$2,501.00 - Town Council Meeting by Majority Vote

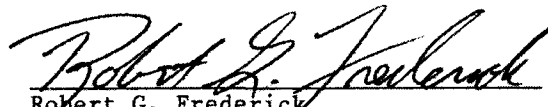
Capital Expenditures, including Building Renovations:

1. Up to \$200.00 - Department Head
2. Between \$201.00 and \$2,500.00 - Committee Commissioner or Town Manager
3. Over \$2,501.00 - Town Council Meeting by Majority Vote

**Note:** Any expenditure of \$2,000 or more may require competitive bidding as per the Town Charter.

Many items, such as cameras, radios, adding machines, etc., are items that, by their very nature, are sensitive and as such are recorded and controlled as fixed assets. These items should be preapproved for purchase by both the Department Head and Committee Commissioner regardless of amount.

Adopted this 14th day of November, 1992.  
Revised this 9th day of June, 1995.  
Revised this 12th day of October, 1996.

  
Robert G. Frederick  
Mayor

Attest:

  
William H. Rutherford  
Town Clerk

Seal: