

**TOWN OF MEAD  
RESOLUTION NO. 7-1998**

WHEREAS, the Board of Trustees of the Town of Mead has determined that there are numerous times during the month when the Maintenance Supervisor needs to order supplies or contract for labor; and

WHEREAS, the Board is willing to give the Maintenance Supervisor the authority to contract for such supplies or labor provided that such items are a part of the approved budget.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF MEAD, COLORADO, AS FOLLOWS:

1. The Maintenance Supervisor is given the authority to order supplies and contract for labor by purchase order provided that such expenditures are specifically provided for in the budget and provided that the amount does not exceed \$1,500.00.

2. The Maintenance Supervisor, with the prior approval of the Board liaison to the maintenance department, is given the authority to order supplies and contract for labor by purchase order provided that such expenditures are specifically provided for the department's budget and provided that the amount does not exceed \$5,000.00.

3. The Maintenance Supervisor shall keep an itemized record of all purchase orders and shall present a list of such purchase orders to the Board each month in his report.

INTRODUCED, READ, SIGNED AND APPROVED THIS 29 DAY OF JUNE, 1998.

TOWN OF MEAD

By   
Keith Goshia, Mayor

ATTEST:

  
Judy Hegwood, Town Clerk