
Town of Seabrook

Memorandum

To: Board of Selectmen

From: Town Manager

CC: Kelly O'Connor

Purchasing Policy Revised

November 2, 2023

I have attached the revised Procurement Policy discussed at the last Board meeting. I have, per Board direction, made two changes.

1. Revised policy to require purchase orders with no exemptions. This is achieved by striking out all exemptions to purchase order being required in Section VI, Purchase Orders. I have redlined via strike through in the mentioned sections.
2. Added the language requiring the utilization of the policy exemption form in cases of emergency, sole source procurement, or other requests for policy exemptions by Department Heads. This is via the addition of item E in Section X, highlighted in red text.