RESOLUTION NO. 465

RELATING TO THE PURCHACE OF MATERIALS OR PAYMENT OF SERVICES.

RESOLVED by the City Council of the City of El Paso de Robles. meeting in regular session this 11th day of October, 1943, that the following regulation shall be and the same is hereby determined for the purchase of materials and Orders for services by the employees of the City of El Paso de Robles.

SECTION 1. Any purchase of material or service not exceeding TWO DOLLARS ($2.00), may be paid for by the employee, who may be reimbursed by the City Clerk, providing a paid receipt is presented showing the service or material itemized thereon and signed by the employee showing the department for whom purchased and the particular equipment same is purchased for.

SECTION 2. All purchases, regardless of the amount being charged to the account of the City of El Paso de Robles, must be supported by a requisition secured from the City Clerk at the time of the purchase or when the order is placed.

SECTION 3. All orders for materials or services exceeding TWENTY-FIVE & NO/100 ($25.00), must be supported by a requisition secured from the City Clerk, and said requisition must have the approval of the chairman of the department affected or any two members of the department committee authorizing the said purchase.

PASSED AND ADOPTED by the City Council this 11th day of October, 1943.

John B. Gerst
MAYOR

ATTEST: S. Stuckey
CITY CLERK