



**RESOLUTION G2018-11**

**RESOLUTION AMENDING RESOLUTION G2015-14 RESOLUTION ADOPTING  
A PURCHASING POLICY FOR SYMMES TOWNSHIP**

**WHEREAS**, various purchasing authorization policies have been adopted by the Board of Trustees of Symmes Township, Hamilton County, Ohio, over the years;

**WHEREAS**, the Township Administrator has asked the Board to update the current Township's purchasing process so that procedures are logical and smooth; and

**WHEREAS**, the Board of Trustees of Symmes Township, Hamilton County, Ohio amended the policy on April 1, 2008 (Resolution G-0817) and again on April 7, 2015 pursuant to Resolution G2015-14; and

**WHEREAS**, the Board of Trustees, Symmes Township, Hamilton County, Ohio, has reviewed the new Purchasing Authorization Process and Process for Warrants, Purchase Orders and Blanket Purchase orders provided by the Township Administrator; and

**WHEREAS**, the Township Administrator recommends the adoption of this new policy in order to ensure that proper documentation is provided before the expenditure of public funds.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Symmes Township, Hamilton County, Ohio:

**Section 1.** The Symmes Township Purchase Authorization Process and the Process for Warrants, Purchase Orders and Blanket Purchase Orders appended hereto and incorporated herein as Exhibit "A," is hereby adopted as the purchasing policy for ("Purchasing Policy").

**Section 2.** The Purchasing Policy shall replace and supersede any other formal or informal practice or procedure now in place with regard to administrative purchasing.

**Section 3.** The Purchasing Policy shall be reviewed annually.

**Section 4.** Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

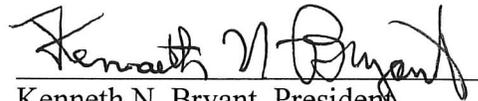
**Section 5.** This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

**Section 6.** Finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committee that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio Revised Code §121.22, except as otherwise permitted thereby.

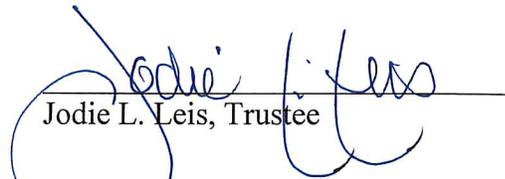
**ADOPTED JANUARY 9, 2018 – RESOLUTION G2018-11**

Vote Record: Mr. Bryant Aye Mr. Beck Aye Ms. Leis Aye

**BOARD OF TOWNSHIP TRUSTEES:**

  
Kenneth N. Bryant, President

  
Philip J. Beck, Vice-President

  
Jodie L. Leis, Trustee

**ATTEST:**

  
Carol A. Sims, Fiscal Officer

**APPROVED AS TO FORM:**

  
Kevin McDonough, Law Director