



Agenda Item Summary

File #: RES 16-308, **Version:** 1

Submitted By

Steven Drazner, CFO

Reviewed By

LKS

Agenda Item Title

A Resolution Approving and Adopting a New Village of Oak Park Purchasing Policy

Overview

This is an update to the Village's purchasing, MWBE, and employee travel/expense reimbursement policies. Since these three policies are all interrelated, staff consolidated these policies into an updated and consolidated purchasing policy.

Staff Recommendation

Approve the Resolution.

Fiscal Impact

N/A

Background

The Village's current purchasing and MWBE policies were approved approximately fifteen years ago and during a staff review of these policies, it was determined that it would be best to draft a new and improved, consolidated purchasing policy manual for Village Board consideration. This new policy clarifies the rules, regulations, and procedures involved in the purchasing function and is an overall more user friendly document which should enhance compliance as well as improve internal controls throughout the Village.

The new updated purchasing policy manual attached for consideration incorporates all local code requirements as well as State of Illinois laws where applicable.

Alternatives

Continue using existing policies approved/adopted in calendar year 2002.

Previous Board Action

N/A

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

N/A

Intergovernmental Cooperation Opportunities

N/A

Performance Management (MAP) Alignment

The Finance Department is expected to participate in 2018.