

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**

  X   Resolution or Ordinance (Blue)        *Waiver of First Requested*  
       Recommendations of Boards, Commissions & Committees (Green)  
       Other Business (Pink)

To: President and Village Board of Trustees

FROM: Scott Niehaus, Village Manager

DATE: August 13, 2014 (COW) (B of T): August 21, 2014

TITLE: Revision to the Village's Purchasing Policies and Procedures Manual

SUBMITTED BY: Tim Sexton, Director of Finance

**BACKGROUND/POLICY IMPLICATIONS:**

Attached are the proposed administrative updates to the Purchasing Manual that are necessary primarily due to the implementation of the new financial software.

In the interest of saving paper, only the proposed changes of the Purchasing Policies and Procedures Manual is attached (Exhibit A). If anyone would like to view the complete manual, a copy is available in the Finance Department.

The Finance Committee voted unanimously to recommend approval of the staff recommendation and the amended wording to the policy.

**FISCAL IMPACT:**

N/A

**REVIEW** (as needed):

Village Attorney XX	_____	Date	_____
Finance Director XX	<i>Timothy Sexton</i>	Date	<i>7/28/14</i>
Village Manager XX	<i>Scott Niehaus</i>	Date	<i>8/14/14</i>

**NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.**