

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 2, 2025**

**Resolution No. 025-009**

**Purchase Procedures for Goods and Services**

**RESOLVED**, that the Town of Plattsburgh adopted procedure policies, as indicated in the Town's Official Policy Book, shall be the procedures to be followed by all elected and appointed officials and Town employees for the year 2025, for the purchase of Commodities, Equipment or Goods for Public Works Projects/Contracts (Schedule-B), for Professional Services and Consultants for Purchase Order Policy and Cash Disbursements Procedures; and it is further

**RESOLVED**, that the Town Board does authorize and order that the Purchase Order Policies and Cash Disbursement Procedures, as outlined in Schedules A, B, C and D, shall become the policy and procedures to be followed by Town of Plattsburgh personnel for purchase orders and cash disbursements for the year 2025; and it is further

**RESOLVED**, that a copy of this Resolution be given to the Finance Manager.

**Motion:**

**Seconded by:**

**Discussion:**

**Yes   No   Absent   Carried   Tabled**

**Thomas E. Wood  
Charles A. Kostyk  
Dana M. Isabella  
Daniel A. Bosley  
Michael S. Cashman**