

**RESOLUTION NO. 532A**

**A RESOLUTION OF THE STEVENSVILLE TOWN  
COUNCIL AMENDING THE PURCHASING  
POLICY FOR THE TOWN OF STEVENSVILLE**

**WHEREAS**, the Town of Stevensville Montana is a significant purchaser of goods and services to provide for the needs of its citizens; and

**WHEREAS**, the Town of Stevensville employees make decisions for the purchase of goods and services; and

**WHEREAS**, the Town of Stevensville supports an open and transparent system for the public. Vendors, and employees to follow in making those decisions; and

**WHEREAS**, additions to the Town of Stevensville Purchasing Policy, number 3 Credit Card transactions is as follows:

- a) All credit card transactions must be approved by a supervisor.
- b) All credit card transactions must have a valid receipt.
- c) A Purchase Order (PO) must be filled out and signed by the supervisor.
- d) A copy of the PO and receipt must be submitted to the Finance Department as soon as possible.

**(B) Cenex Fleet Card Transactions:** Use of Cenex Fleet Card credit card can be advantages to the town. We seek to take advantage of the convenience of these accounts.

- a) The Town provides a Cenex Fleet card for each vehicle.
- b) Each employee who is authorized to use the Cenex Fleet card is assigned a code to use when purchasing fuel. (codes are assigned by the Finance Department)
- c) You must use your own code; you cannot use someone else's code to purchase fuel.
- d) When filling a Town Vehicle, you must enter the Odometer Reading of the vehicle you are fueling.
- e) All receipts must be turned into the Finance Department along with your initials as soon as possible.
- f) Use of personal credit cards for fuel is prohibited unless authorized by the Finance Department.

**NOW THEREFORE, BE IT RESOLVED**, by this Town Council that the following purchasing policy be adopted as the guiding document in the purchasing of goods and services.

DATED this 27<sup>th</sup> day of March 2025, after motion and second at a regular meeting of the Stevensville Town Council.

**Approved:**

**Attest:**

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**Bob Michalson, Mayor**

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**Jenelle S. Berthoud, Town Clerk**