

Section 5-5. Purchasing and Payments. (a) The Manager shall execute and oversee all purchases made by the town or by any board or commission or agent thereof, except as may be specifically provided otherwise in this Charter, and the Manager may appoint a 17 Purchasing Agent for the town, except for the Board of Education, which shall act as its own purchasing agent. The Manager cannot, without the Council approval, purchase or contract to purchase if such action involves an expenditure of ten thousand (\$10,000.00) dollars or more unless otherwise provided under state law or regulation. (b) With respect to any purchase of ten thousand (\$10,000.00) dollars or more, the Manager shall invite sealed bids or proposals, giving ten (10) days public notice thereof by publication in the form of a legal advertisement appearing in a newspaper having substantial circulation in said town. The Manager, with Council approval, may waive the requirement for sealed bids if it is deemed to be in the best interest of the town. All sealed bids shall be opened publicly. The Manager, with Council approval, shall award said purchase or contract to the lowest responsible bidder thereon. The Manager, if he shall first determine that it is in the best interest of the town, may reject with Council approval, all bids or proposals. (c) The Manager, with Council approval, shall adjust and settle all bills, invoices and similar demands against the town relating to services or materials provided on behalf of the town and draw orders on the Treasurer for their payment. The Manager or his designee shall make a sworn report to the Treasurer of the amount, number and date of each town order drawn by him at the end of each month; and the Manager shall keep a true account of all expenditures in the form of a permanent record which shall be verified under oath at the end of the fiscal year, as defined in Section 6-10-3 of this Charter, and made available for auditing purposes and public inspection.