



Ordinance Establishing Office Of Purchasing Agent

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Reference Number: MTAS-1716

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING THE OFFICE OF PURCHASING AGENT AND PROVIDING FOR PURCHASING PROCEDURES FOR THE CITY OF _____, TENNESSEE AS PROVIDED BY THE MUNICIPAL PURCHASING LAW OF 1983 AS AMENDED (*Tennessee Code Annotated 6-56-301, et seq.*)

WHEREAS the governing body of the *(city)/(town)* of *(city or town)*, Tennessee desires to establish the position of purchasing agent and provide for the duties of said office;

NOW, THEREFORE, BE IT ORDAINED by the *(governing body)* of the *(city)/(town)* of _____, Tennessee as follows:

Section 1. As provided in T.C.A. § 6-56-301 *et seq.*, the office of purchasing agent is hereby created and the *(mayor, city manager, city administrator, city recorder or city clerk)* shall faithfully discharge the duties of said office or appoint an individual to make purchases for the *(city)/(town)*. Purchases shall be made in accordance with the Municipal Purchasing Law of 1983 and amendments thereto, this ordinance and purchasing procedures approved by the governing body.

Section 2. The purchasing agent, or designated representative, as provided herein, shall purchase materials, supplies, services and equipment, provide for leases and lease-purchases and dispose of surplus property in accordance with purchasing procedures approved by the governing body by resolution and filed with the *(city recorder)/(city clerk)*.

Section 3. After initial approval by resolution of the governing body of this *(city)/(town)*, changes or revisions to the purchasing procedures shall be made only by resolution by the governing body.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed and this ordinance shall be effective upon date of adoption.

NOTE: City should add its appropriate provisions for readings or passages and signatures.

NOTE: City attorney should review this ordinance for charter compliance.

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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