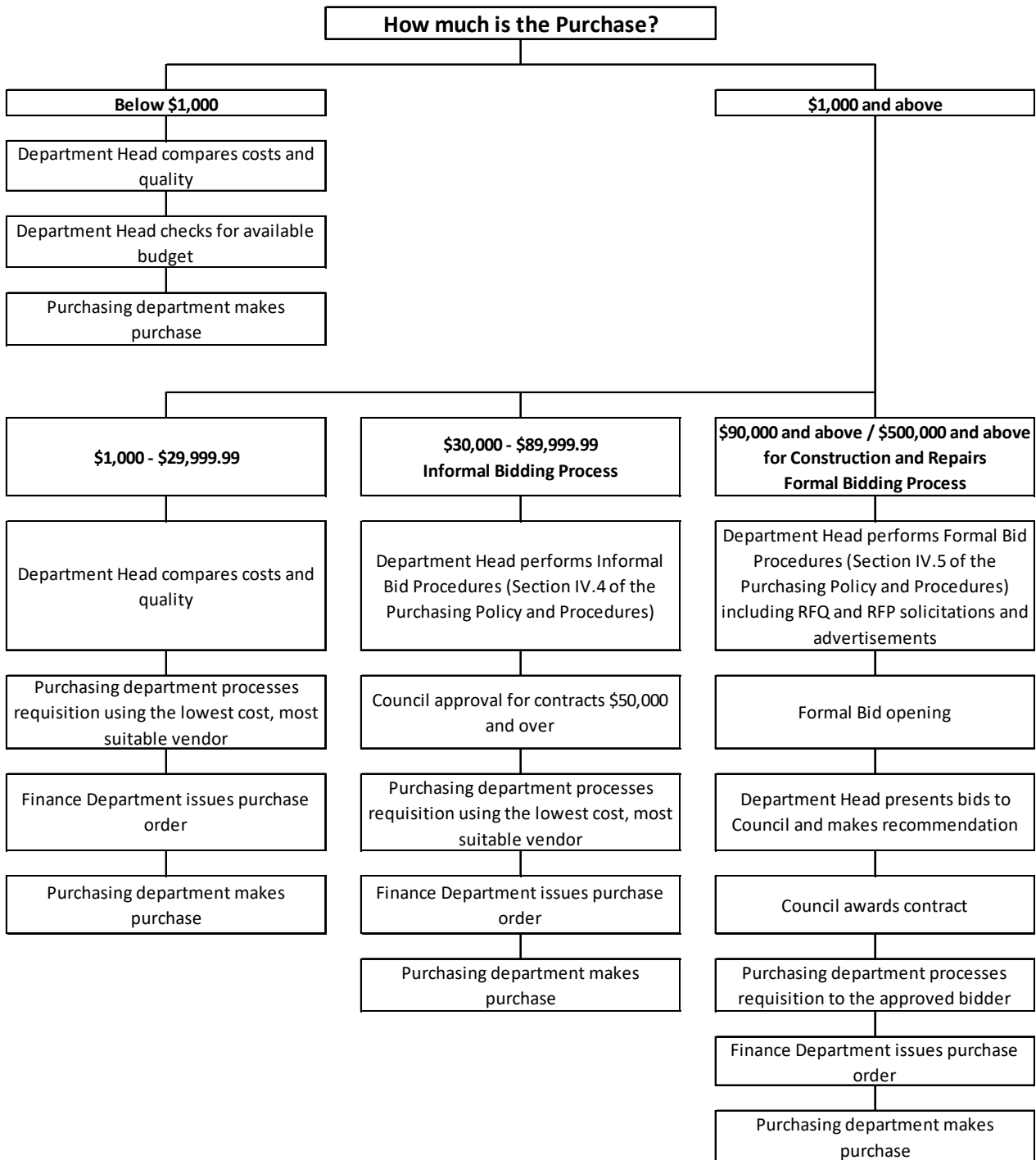


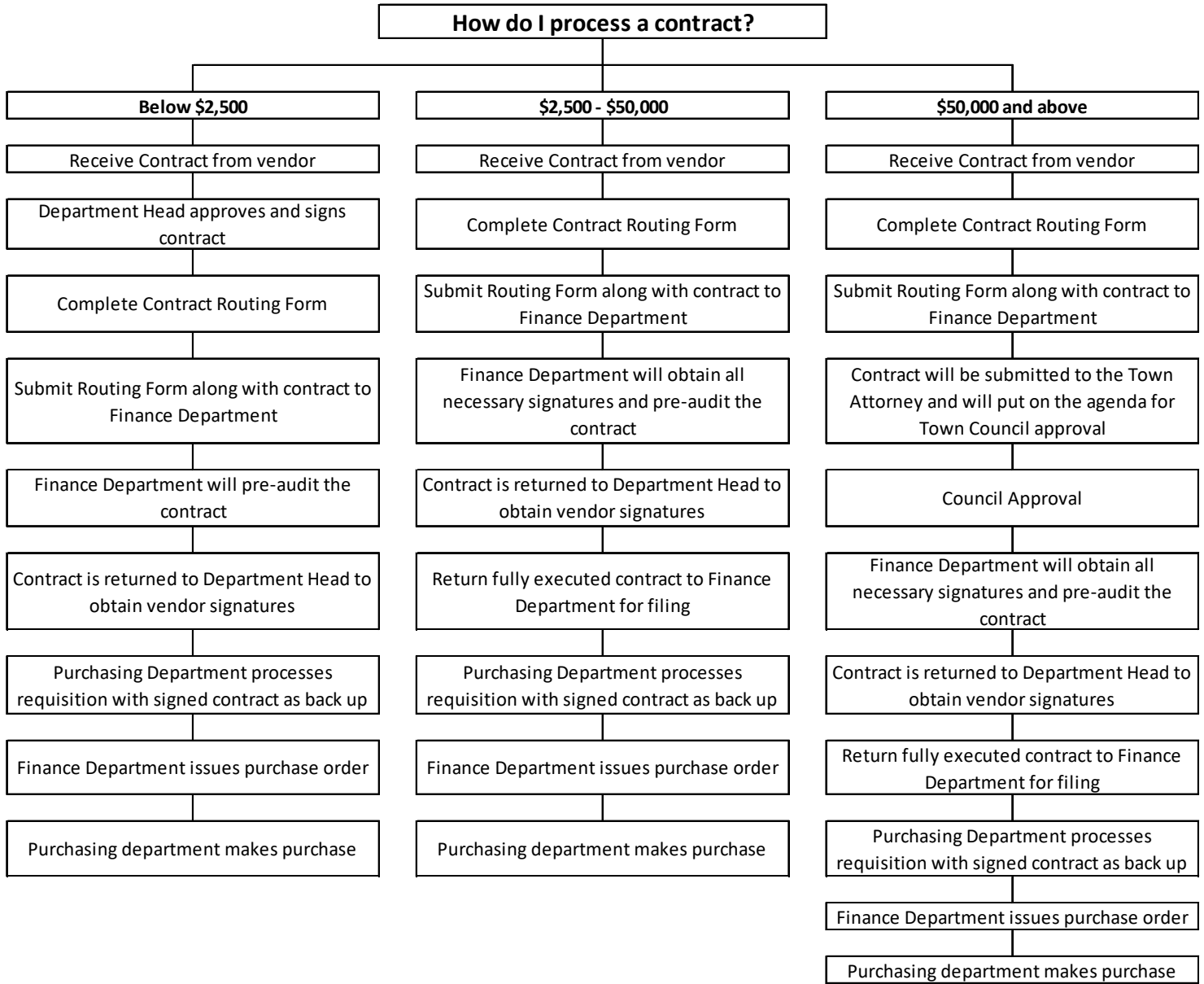
Town of Harrisburg, NC
Requisition and Purchase Order Flow Chart

FIGURE 1:



Town of Harrisburg, NC
Contract Flow Chart

FIGURE 2:



- CONTRACT DETAILS TO CONSIDER**
1. All contracts above \$2,500 must be signed by the Town Manager. Contracts below \$2,500 can be signed by a department head, but still must be routed through the Finance Department as noted above.
 2. All contracts in excess of \$50,000 must be approved by Town Council.
 3. Each contract should include a maximum dollar limit to ensure the vendor understands the limit.
 4. All contracts should run for or during the fiscal year, July 1 – June 30, and dates should be clearly visible on the contract.
 5. If contracts are for greater than one year, a non-appropriation clause should be included in the event funds are not available in the subsequent years (see Finance Department for this clause if not in contract). In addition, a pre-audit statement needs to be done each year.
 6. All contracts need to contain the pre-audit statement signed by the Finance Officer and must include the account number to which the payment will be charged.
 7. Contracts requiring approval of Town Council must be forwarded to the Finance Department, at least ten business days before the meeting, to be considered for the agenda.