



Village of Pewamo

Village of Pewamo is an equal opportunity provider and employer.

130 E. Main Street • P.O. Box 385 • Pewamo, MI 48873 • 989-593-2553 • Fax 989-593-2709

Village of Pewamo
Maintenance, Repair & Operating (MRO)
Purchasing Procedures Policy
Reviewed and Approved May 13, 2019

Guidelines for purchasing MRO material per Open/Charge accounts

- A. Maximum of \$1,000.00 will be allowed to purchase MRO material per order/per day at each supplier.
- B. All purchasing transactions can be performed in person, over the phone, via internet or through the mail. Prior to checking out inform the salesclerk that you are purchasing material for the Village of Pewamo, also provide the supplier with Pewamo Village Tax ID # 38-6030741 to avoid paying sales tax.
- C. All sales receipts must be turned into the Village Clerk.
- D. Upon receipt of the invoices, the sales receipt will be attached to the invoices. DPW supervisor and Clerk will review both the sales receipt and invoice from the supplier and approve for payment.

MRO items that can be purchased at the approved suppliers:

1. Office Supplies
2. Misc. Hardware Supplies
3. Replacement Hand Tools
4. Plumbing supplies
5. Electrical supplies
6. Paint
7. Lumber
8. Cleaning Materials
9. Home and Garden supplies
10. Automotive parts
11. Repair parts, for Village equipment
12. Fuel

Items not allowed to purchase at approved suppliers:

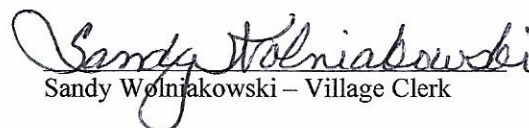
1. Food, liquor or tobacco products
2. Personal use items


Authorized Village employees allowed to purchase MRO items, Village Clerk, Treasurer, DPW Supervisor, & DPW Employee.

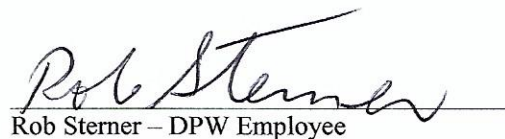
Penalty of Wrongful Use:

Any employee or elected official of the Village of Pewamo who violates the provisions of this policy shall be subject discipline.


Randy Zenk – Village President


Sandy Wolniakowski – Village Clerk


Mike Scollon – DPW Supervisor


Rob Sterner – DPW Employee