

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Rebecca Holden, Finance Director
DATE: June 1, 2026
SUBJECT: Resolution 26-164 | A Resolution Adopting a Revised Purchasing Policy

RECOMMENDATION:

Staff recommends approval of the resolution adopting the revised Purchasing Policy, with an effective date of July 1, 2026.

BACKGROUND:

The City's current Purchasing Policy was last updated in September 2022 after adoption of Resolution 22-187. That resolution amended the policy to increase the threshold for purchases requiring public advertisement and competitive bidding from \$10,000 to \$25,000, while leaving the remaining policy provisions in place.

Staff has since reviewed the policy and prepared a revised version for Board consideration. The proposed revisions are intended to clean up outdated language, clarify purchasing procedures, update approval requirements, and make the policy easier for departments to use on a day-to-day basis.

The revised policy also addresses purchasing thresholds, purchase approvals, documentation requirements, competitive bidding, emergency purchases, sole source purchases, blanket purchase orders, surplus property, and other purchasing-related procedures.

If approved, the revised Purchasing Policy will replace the prior policy and related amendments, including prior provisions that conflict with the revised policy.

FINANCIAL IMPACT:

There is no direct financial impact associated with adoption of the revised Purchasing Policy.

EFFECTIVE DATE:

The revised Purchasing Policy will become effective July 1, 2026.



City of Spring Hill | Finance

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