

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Rebecca Holden, Finance Director

DATE: July 6, 2026

SUBJECT: RESOLUTION 26-210 | A Resolution approving FY27 Quarter 1 Blanket Purchase Orders

RECOMMENDATION: Staff recommends approval of Resolution 26-210 approving the Fiscal Year 2027 Quarter 1 blanket purchase orders listed in Exhibit A.

BACKGROUND: Certain City departments have recurring operational needs for goods and services where the exact quantities or timing of purchases cannot be determined in advance. Blanket purchase orders allow departments to obtain these goods and services on an as-needed basis while maintaining an approved not-to-exceed amount, defined scope, and approved term.

The City's Purchasing Policy requires blanket purchase orders to be approved by the Board of Mayor and Aldermen, regardless of dollar amount. The proposed blanket purchase orders are for Fiscal Year 2027 Quarter 1 and are shown in Exhibit A to the resolution. The Finance Department has reviewed the submitted requests for budgetary and purchasing compliance.

FINANCIAL IMPACT: Funding for these purchases is included in the Fiscal Year 2026-2027 budget within each department's applicable operating accounts. Expenditures will be charged to the applicable accounts identified in Exhibit A and shall not exceed the approved blanket purchase order amounts.



City of Spring Hill | Finance

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