



**RESOLUTION R12152025-3**

***RESOLUTION NO. R12152025-3 A RESOLUTION DESIGNATING A PURCHASING AGENT IN ACCORDANCE WITH ADOPTED PURCHASING PROCEDURES FOR THE TOWN OF MASON, TENNESSEE***

***WHEREAS the Board of Mayor and Aldermen for the Town of Mason, Tennessee desires to identify a purchasing agent and delegate duties for the purchasing agent;***

***NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Mason, Tennessee as follows:***

***Section 1. The Finance Director is hereby designated as purchasing agent for the Town of Mason. The Finance Director, acting as Purchasing Agent shall faithfully discharge all purchasing duties. Purchases shall be made in accordance with state law, this ordinance and purchasing procedures approved by the Board of Mayor and Aldermen.***

***Section 2. In the absence of the Finance Director, the Town Clerk shall serve as the Purchasing Agent during the period of the Finance Director's absence. In the event of an extended absence, the Board of Mayor and Aldermen shall appoint a person to fill the extended absence. In the event of the absence of both the Finance Director and Town Clerk, the Finance Director shall designate a person to fill his or her vacancy until his or her return.***

***Section 3. 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 and adopted by the Board of Mayor and Aldermen.***