

By: Solomon L. Daniels  
Village Clerk

Published/adopted in pamphlet for this 3rd day of November 2003, by Order of the  
Corporate Authorities of the Village of Hopkins Park, Kankakee County, Illinois

**AN ORDINANCE OF THE VILLAGE OF HOPKINS PARK  
REGARDING PURCHASING**

**ORDINANCE**

**ORDINANCE NO. 2003-0-015**

**PAMPHLET**

Ordinance No. 2003-O-015

AN ORDINANCE OF THE VILLAGE OF HOPKINS PARK  
REGARDING PURCHASING

WHEREAS, it is sometimes necessary for the Village to purchase goods and services on an

“as needed” basis;

**NOW THEREFORE, BE IT ORDAINED** by the President and the Board of Trustees of

the Village of Hopkins Park, Kankakee County, Illinois, as follows:

**Section 1:** That the Mayor (President) is hereby authorized to approve all purchase orders

and contracts for services, supplies, material or equipment, including publication and printing, involving the expenditure of not more than \$ 500.00, and not more than \$ 1500.00 in

the aggregate during any calendar month, provided, however, that no such purchase order or contract shall be authorized without a prior unexpended and unencumbered appropriation in sufficient amount for such purposes, and provided further that all such purchase orders and contracts shall be given to the Treasurer and presented at the next regular meeting of the Board of Trustees occurring five or more days after the date of the purchase order or contract.

**Section 2:** All purchase orders shall be in writing on a purchase order form that will include at least the following information: date, vendor's name and address, description, price, and fund/account to be charged.

**Section 3:** This Ordinance shall be in full force and effect from and after its passage, and approval as provided by law.

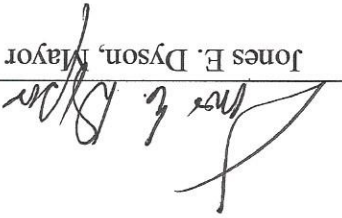
ADOPTED this 3<sup>rd</sup> day of November, 2003, by the following roll call vote:


AYES: (4) Lonnie Jarrett, Bernice Troupe, Bennie Walker, Jones E. Dyson

NAYS: (2) Verlene Mullens, Jessie McGee

ABSENT: (1)

APPROVED, this 3<sup>rd</sup> day of November, 2003.

  
Jones E. Dyson, Mayor

  
Solomon L. Daniels, Clerk

