

**CITY OF MARIANNA
COMMISSION AGENDA MEMO
April 4th, 2023**

ADMINISTRATIVE STAFF REPORT

- Subject:** Purchasing Policy – Updated Manual
- Subject Background:** The City of Marianna’s Purchasing Policy was last updated in October of 1995 with minor policy changes being passed by Commission through the years. The City of Marianna recently hired a consulting firm to aide in the overhaul of this massively outdated manual to include contemporary language and the minor policy changes enacted in recent years.
- Recommendation:** City staff has reviewed the proposed document and find it acceptable. I recommend Commission approve the Purchase Policy as presented.
- Potential Motion:** I move Commission to approve the new Purchase Policy.