



COUNTY OF CLARION, PENNSYLVANIA  
RESOLUTION NO 3 OF 2016

FOR  
COUNTY PURCHASE REQUISITION APPROVAL PROCESS

**BE IT RESOLVED,** By the authority of the Board of Commissioners of the County of Clarion, the fiscal director of the Central Accounting Department shall be authorized and directed on behalf of the aforementioned commissioners to approve any and all mandatory payments. Discretionary purchases of \$299.99 or less may be approved by individual department heads, then submitted to Central Accounting for budget review and approval. These discretionary purchases will then be approved at a regular public commissioners' meeting during the approval of the general fund check register report.

All purchases of \$300 or greater, shall be approved by the commissioners through the requisition process and then be approved at a regular public commissioners' meeting during the approval of the general fund check register report.

This Resolution No.3 of 2016 shall remain in effect until December 31, 2016, or until rescinded or replaced with a new resolution.

APPROVED AND ADOPTED THIS 26<sup>th</sup> DAY OF JANUARY, 2016.

COUNTY OF CLARION  
BOARD OF COMMISSIONERS

Theodore W. Tharan

ATTEST:

Carol A. Clinger  
Chief Clerk/ County Administrator

Wayne R. Brosius

C. Edward Heasley