

RESOLUTION NO. 2026-_____

**A RESOLUTION APPROVING THE CITY OF TONTITOWN 2027 PURCHASING
MANUAL AND SUPERSEDING THE PRIOR ADMINISTRATIVE PURCHASING
MANUAL**

WHEREAS, the City Council of the City of Tontitown, Arkansas, desires to maintain clear, consistent, and accountable administrative practices governing the commitment and expenditure of public funds;

WHEREAS, Arkansas Code Annotated § 14-58-303 assigns purchasing and contracting authority to the Mayor or the Mayor's duly authorized representative, subject to procedures established by ordinance and other applicable law;

WHEREAS, the proposed City of Tontitown 2027 Purchasing Manual clarifies internal responsibilities, connects purchasing decisions to the adopted budget, strengthens documentation and approval controls, prohibits purchase splitting, and addresses quotations, competitive bidding, sole-source purchases, emergency purchases, cooperative purchasing, receiving, payment, and record retention;

WHEREAS, Appendix A to the Purchasing Manual provides an administrative research guide for locating, verifying, pricing, and documenting purchases proposed through Arkansas state contracts or cooperative purchasing agreements; and

WHEREAS, the City Council finds that approval of the Purchasing Manual as an administrative policy will promote sound fiscal management and a reliable audit trail without displacing any requirement imposed by state or federal law or by the Tontitown Municipal Code;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
TONTITOWN, ARKANSAS:**

Section 1. Approval. The City of Tontitown 2027 Purchasing Manual, including Appendix A, in the form presented to and approved by the City Council on October 6, 2026, is hereby approved as the City's administrative purchasing policy. A complete copy of the approved Manual shall be maintained by the Clerk-Treasurer with this Resolution and identified as Exhibit A.

Section 2. Relationship to Governing Law. The Purchasing Manual shall be administered consistently with the Arkansas Constitution, applicable federal and state law, the Tontitown Municipal Code, duly adopted City ordinances, and applicable grant or funding requirements. The Purchasing Manual does not enlarge the authority of any officer or employee or independently waive any requirement for appropriation, competitive bidding, Council approval, or execution of a contract. If a conflict exists, the controlling law, ordinance, or funding requirement shall govern.

Section 3. Administrative Implementation. The Mayor, Clerk-Treasurer, Department Heads, and other City personnel shall implement and follow the Purchasing Manual within the scope of their respective lawful authority. The Mayor and Clerk-Treasurer may approve non-substantive forms, checklists, and administrative instructions necessary to implement the Purchasing Manual, provided that no such material changes a purchasing threshold, approval authority, competitive-bidding requirement, or other substantive policy approved by the City Council.

Section 4. Supersession of Prior Manual. Effective January 1, 2027, the July 2025 Purchasing Manual and any prior administrative purchasing manual are superseded to the extent inconsistent with the 2027 Purchasing Manual approved by this Resolution. This Section does not repeal or amend any City ordinance.

Section 5. Future Amendments. Any substantive amendment to the Purchasing Manual shall be submitted to the City Council for approval. Clerical corrections, updated website addresses, revised form names, and similar non-substantive administrative updates may be made without further Council action if the Clerk-Treasurer maintains a dated revision record with the official copy.

Section 6. Severability. If any provision of this Resolution or the Purchasing Manual is held invalid or unenforceable, the remaining provisions shall remain in effect to the fullest extent permitted by law.

Section 7. Effective Date. This Resolution shall take effect upon passage, and the Purchasing Manual shall govern purchases initiated on or after January 1, 2027.

PASSED AND APPROVED this _____ day of _____, 2026.

CITY OF TONTITOWN, ARKANSAS

ATTEST:

Angela Russell, Mayor

Rhonda Ardemagni, Clerk-Treasurer