

ATTACHMENT "A"

Twin County Airport Commission Purchasing Policy

Purpose: To obtain the necessary goods and services at the least cost for the effective and efficient operation of the TCA.

Authority: The provisions in this policy shall take effect immediately upon formal adoption by the TCAC.

Scope: These purchasing policies shall apply only to funds controlled by the TCAC.

Revision: These policies can be modified by a formal decision of the TCAC.

Responsibility: The Airport Manager is authorized to spend up to and including \$5,000 for maintenance, repair and/or goods in the everyday operation of the TCA. The Airport Manager shall not take any steps to circumvent the \$5,000 limit.

Standing Payment Approval: The TCAC may approve certain types of purchases, with a standing order for any of the following:

- Fuel purchases
- Employee payrolls and insurance
- Local share grant settlements, if funded from Airport's own reserve

Disposal of Surplus Property: It will be the policy of the Airport Manager to follow these steps in disposing of Airport surplus property.

1. Airport property to be disposed of must first be declared as surplus by the Airport Manager.
2. The Airport Manager will make available to the TCAC, Marinette County and Menominee County the list of available surplus property, which may be assigned to any department having governmental use for it.
3. Any surplus property not reassigned to other departments will then be disposed of in a public manner to be determined by the TCAC.

Purchasing Guidelines:

Written Quotation: Procurements of goods and services over \$500 shall be through obtaining quotations from one or more suppliers, if available.

Procurement of goods and services over \$500 and less than \$5,000 shall be obtained as follows:

1. Submit a written request to the TCAC or designated Committee.
2. Provide written quotes from three vendors to be attached to the request.

Procurement of goods and services over \$5,000 shall be through a sealed bid process in accordance with specification listed in an advertisement to bid. A project may not be

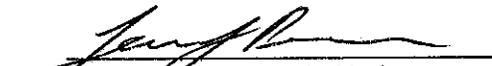
subdivided into individual items for the purpose of circumventing the bid procedure. When appropriate, bid specifications shall be prepared by proper professionals and shall be reviewed by the TCAC prior to being advertised. The appropriate committee of the TCAC shall open bids. All bids for which an outside professional prepared bid specifications shall be reviewed by that professional and he/she shall make a recommendation to the Commission regarding the bid award.

Formal Bid: The formal bid is for purchases or services exceeding \$5,000 requiring detailed written specifications and/or conditions associated with the purchase.

The Twin County Airport Commission reserves the right to reject any and all bids or quotes.

Services Contracts: It shall be the policy of the Twin County Airport Commission to enter into agreements with vendors of various products or services upon recommendation of the Building and Grounds Committee, Finance Committee and/or Planning Committee, and approval of the full commission.

Approved:



Jim Pearson, TCAC Chairman

8/17/04
Date

A T T A C H M E N T " B "

Twin County Airport
Credit Card Policy
August 17, 2011

The Commission Chairman is responsible for the issuance of **one credit card account**, accounting, monitoring and retrieval and for overseeing compliance with the credit card policy.

The credit card may be used by individuals designated by the Commission Chairman for the purchase of goods or services for the official business of the TCA.

The individual using the credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase and the official business. The credit card may only be used for out-of-county expenses as follows: lodging, meals, tools, emergency auto expenses, fuel purchases, commercial transportation expense and rental vehicles. The credit card may only be used for in-county expenses as follows: Emergency auto expenses, fuel purchases, postage **and any other purchase approved in writing by the Commission Chairman.**

The individual who is issued the card is responsible for its protection and custody and shall immediately notify the Commission Chairman if the card is lost or stolen.

The individual must immediately surrender the card upon termination of employment.

The Commission Chairman will maintain a system of internal control to monitor the use of the credit cards.

The Commission Chairman **or** the designated individual **shall** approve credit card invoices before payment.

The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within 60 days of the of the initial statement date. The TCA shall comply with this provision of the credit card policy.

Misuse of credit cards shall be subject to discipline or criminal prosecution.

The policy will be incorporated as an attachment to the Bylaws.

The total combined credit limit of **the credit account** issued shall not exceed \$1000.00

Approved:


Jim Pearson, TCAC Chairman

8/17/2011
Date