



division of local government services dlgs

Governing Body Action for Bid Exception

Content of a Governing Body Action Approving Purchase That Exceeds Bid Threshold and is Exempt from Public Bidding

An action of a governing body to approve a purchase that exceeds the local unit's bid threshold should include the following elements:

1. Identification of the statute (by citation and/or description) that exempts the particular good or service from public bidding.
2. Description of the goods or services being purchased and the purpose for which it is to be used.
3. The amount of the contract and the source of all funds used for the purchase.
4. Any additional explanatory information necessary for public understanding of the matter.
5. Vote - including the roll call and names of members moving and seconding the action.
6. Acknowledgement of the certification of availability of funds.

The action should be recorded in the minutes of the governing body as appropriate.

