

RESOLUTION NO. 2026-03-16-001

**A RESOLUTION ESTABLISHING A BLANKET PURCHASE ORDER AMOUNT
LIMIT AS REQUIRED BY OHIO REVISED CODE 5705.41(D)(3)**

WHEREAS: Ohio Revised Code 5705.41(D)(3) allows political subdivisions to use blanket purchase orders for the payment of lawfully appropriated goods and services of the subdivision in place of regular purchase orders; and

WHEREAS: The Village of Wayne Lakes currently does not have a maximum amount allowable for purchase orders established; and

WHEREAS: The Ohio Auditor of State Office has recommended the use of blanket purchase order(s) to establish a maximum blanket amount to set control over purchasing.

WHEREAS: Council desires to establish a blanket purchase order amount limit of \$1,000.00 in compliance with the related purchase order policy.

**NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE
VILLAGE OF Wayne Lakes:**

SECTION 1: Council hereby establishes a blanket purchase order amount limit not to exceed \$1,000 unless a purchase for a higher amount has been approved by Ordinance or Resolution of Council in accordance with Ohio Revised Code 5705.41(D)(3).

SECTION 2: A purchase order issued pursuant to any Council Ordinance or Resolution shall not exceed the amount stipulated in the Ordinance or Resolution, or when not specified, shall not exceed the appropriation or legal level of control established by Council.

SECTION 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SECTION 4: This Resolution shall be in full force and effect at the earliest period allowed by law.

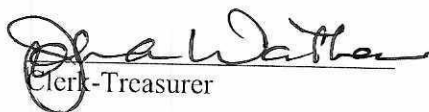
Passed this 18 day of May, 2026 in the Village of Wayne Lakes, Darke County, Ohio.



Linda Clark, Mayor



Ruth Estes, President of Council



Clerk-Treasurer

1st Reading: 3-16-2026
2nd Reading: 4-20-2026
3rd Reading: 5-18-2026

Village Officer's Handbook

CHAPTER FIVE: UNIFORM SYSTEM OF ACCOUNTING

VII. Purchase Orders

Ohio Revised Code Section 5705.41(D)(1), states that no contracts or orders involving the expenditure of money may be made unless the fiscal officer has certified that "the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of the appropriate fund free from any previous encumbrances". The vehicle to present this certification is the purchase order.

The process of using purchase orders not only facilitates the ordering of the merchandise/services, it is also a part of the budgetary process. The amount of each purchase order shall be posted to the proper appropriations ledger page(s). This is known as "encumbering" or "setting aside" a portion of the appropriation. The fiscal officer's certificate appears on the bottom of the purchase order. This states that the funds are available and/or in the process of collection. This means that the village has appropriations and the cash to pay for this purchase, or the money is estimated to be collected. The posting of the purchase order reduces the amount of the available appropriation. When an appropriation account reflects zero, then no more purchase orders should be authorized until village council increases that account's appropriation.

Any contract made without this certification shall be void and no warrant shall be issued in payment. However, there is a "then and now" certificate that may be issued. This provision allows for village council to approve a purchase order after goods or services have been purchased, if there were unencumbered appropriations at the time the contract or order was placed (then) and currently (now) there are unencumbered appropriations. If the order is for \$3,000 or less, the fiscal officer may authorize the expenditure. Otherwise, village council may pass a resolution authorizing the payment for the goods or services.

There are four types of purchase orders - regular, blanket, then and now, and super blanket.

1. Regular - A regular purchase order is issued when the purchase of a specific item(s) is planned. It can be for any amount and is good until the contract is fulfilled or canceled. This certifies that the amount required to meet the obligation, in the fiscal year in which the contract is made, has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of the appropriate fund free from any previous encumbrances. This certificate only needs to be signed by the fiscal officer.
 - a. One vendor
 - b. Unlimited dollar amount
 - c. Unlimited time period