

**MARIN EMERGENCY RADIO AUTHORITY**

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**DATE:** June 26, 2019  
**TO:** MERA Governing Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **A-5**: PROPOSED REVISIONS TO MERA PURCHASING  
POLICY AND PROCEDURES

Recommended Action: Approve the Proposed Revisions to MERA's Purchasing Policy and Procedures.

Background: MERA's Purchasing Policy and Procedures were last revised by the Governing Board on May 7, 2014. With the transition of MERA's Financial and Accounting services from NFPD to the Town of Corte Madera effective July 1, 2019, Procedures 2, 3, 4 and 5 relating to invoice processing and check issuance are proposed to be revised to reflect the titles of Town personnel assigned to these tasks.

The proposed revisions, are noted in **bold** in the attached updated Policy and Procedures.

ATTACHMENT:

A-5a Proposed Revisions to MERA Purchasing Policy and Procedures