

TOWN OF MOFFAT, COLORADO

RESOLUTION ²⁰²⁵ ~~2024~~-09

**A RESOLUTION AUTHORIZING THE TOWN CLERK TO EXPEND UP TO \$1,000
FOR ITEMS RELATED TO TOWN OPERATIONS**

WHEREAS, the Town of Moffat, Colorado, is responsible for the efficient operation and management of municipal functions, including maintaining the essential services and office supplies necessary for daily operations; and

WHEREAS, it is in the best interest of the Town to allow the Town Clerk to have access to funds for the purchase of items that are essential for the proper functioning of the town's administrative processes; and

WHEREAS, the Town Board of Moffat recognizes that up to \$1,000 may be necessary for such purchases;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Moffat, Colorado, as follows:

1. **Authorization to Spend:** The Town Clerk is hereby authorized to expend up to \$1,000 per item for the purchase of supplies, equipment, and other materials that are necessary for the efficient operation of the town, as determined by the Town Clerk.
2. **Documentation and Accounting:** All expenditures authorized under this resolution shall be appropriately documented and accounted for.
3. **Reporting:** The Town Clerk shall report all such expenditures to the Board of Trustees at the next regular board meeting following any expenditure.
4. **Effective Date:** This resolution shall take effect immediately upon its adoption.

ADOPTED AND PASSED by the Board of Trustees of the Town of Moffat, Colorado, on this 5th of August, 2025.

TOWN OF MOFFAT, COLORADO

By: 

Melinda Myers, Mayor

ATTEST: 

Matt Litrenta, Town Clerk

SEAL