

2016 TOWN OF WASHBURN PURCHASING PROCEDURES

- (1) The monthly purchase of office type materials and supplies, used in the day-to-day functions of the town government, the anticipated cost of which is under \$500, may be made by the Town Clerk, the Town Treasurer and the Town Road Supervisor without the approval of the Town Chairperson or any other Town Board Members. In this case "materials and supplies" include paper, stationary, postage, ink cartridges, other office supplies, cleaning materials and supplies, maintenance materials, equipment repairs and other like and similar items. The Town Clerk must be made aware of purchases and anticipated purchases in order to maintain an accurate accounting of the remaining balance for the determined period. If only a portion of the \$500 is used, that amount will be made available and added to the fund so that \$500 would be available for the following month.
- (2) The monthly purchase of materials and supplies, permanent personal property and services, the anticipated cost of which is between \$500 and \$2,000 shall be authorized by the Town Chairperson. Such purchases shall be approved by the Town Clerk for fund/budget availability prior to the purchase. If only a portion of the \$2,000 is used, that amount will be made available and added to the fund so that \$2,000 would be available for the following month. "Permanent personal property" includes furniture, furnishings, computer equipment, calculating equipment, small machines, parts, tools and equipment or any other property which customarily has a use life of more than one year.
- (3) Purchases over \$2,000 shall be approved by the Town Board. Purchases under this subsection may be made on the open market and directly from a dealer of supplier without obtaining sealed quotations, but such purchased shall be made, when possible, after multiple quotations or proposals have been obtained.

Dated 3-8-16 Chairman Bruce Hokanson
Bruce Hokanson

Supervisor John Hartzell Supervisor Steven Tetzner
John Hartzell Steven Tetzner

Clerk Kerry Tetzner Treasurer Donna Chapman
Kerry Tetzner Donna Chapman

Road Superintendent Michael Harvey
Michael Harvey