

## 2025 Town of Washburn Purchasing Procedures\*

- (1) The purchase of office-supply, maintenance and repair parts, with the anticipated cost under \$500, may be made by the Town Clerk, the Town Treasurer and the Town Road Supervisor without pre-approval of the Town Chairperson or a Town Board Member. Prior to purchasing, the purchaser must review the budget area that relates to the purchase to confirm available funding. Following purchase, the Town Clerk must be promptly provided a packing slip/receipt that includes date, amount of purchase and purchase description. Per this protocol, the Clerk is made aware of purchases in order to maintain an accurate accounting of budget balances.
- (2) Purchases in the amount of \$500 to \$2000 must be requested of and authorized by the Town Chairperson. Prior to requesting the purchase, the purchaser must review the budget area that relates to the purchase to confirm available funding. The approval/disapproval of the request by the Town Chairperson will also be driven by such a budget analysis. If approved, the purchase shall be communicated to the Town Clerk in the form of a packing slip/receipt as noted in point #1.
- (3) Purchases over \$2000 shall be approved by the Town Board, again being driven by budget fund availability within the Town category area of purchase. Purchases under this subsection may be made on the open market and directly from a dealer or supplier without obtaining sealed quotations, or depending on the amount, may be subject to being bid out to multiple vendors by state law.

Dated 3-11-2025 Chairman Sandra J. Raspothik  
Sandra J. Raspothik

Supervisor Jim Park Supervisor Scottie Sandstrom  
Jim Park Scottie Sandstrom

Clerk Lance Twombly Treasurer Lynn Adams  
Lance Twombly Lynn Adams

Road Superintendent Michael Harvey  
Michael Harvey

\*The above, amends the 2016 Town of Washburn Purchasing Procedures (see attached).