

TOWN OF TREMPEALEAU

POLICY AND PROCEDURE

PURCHASING PROCEDURES

All purchases will be authorized before payment of claims by the Clerk. All invoices will be reviewed and initialed for payment by purchaser. The Clerk will process payment of claims only after the bill has been duly authorized by the proper official.

With exception to ordinary maintenance (*under \$500*) and supply purchases, individual items costing \$200.00 not to exceed \$1000.00 total must be approved by the Town Board.

Upon determination that an item needs approval, the purchaser will make a request to be placed on the agenda of the Town Board. Included in the request will be the company/vendor to purchase from, description of the item, and amount. Approval will be by majority of the Town Board.

Major equipment items that have been budgeted as Capital Outlay (cost greater than \$1,000) and approved by the Town Board in the fall must be approved again by the Board or a Supervisor during the budget year.

ADOPTED BY TOWN BOARD ON: May 13, 2010

EFFECTIVE DATE: May 13, 2010