

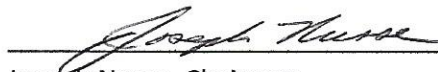
TOWN OF GREENWOOD
RESOLUTION 15-01 AMENDED

A RESOLUTION FOR PURCHASING PROCEDURES

- 1) The purchase of materials and supplies, the anticipated cost of which is under \$1000.00, may be made by the clerk, the treasurer, and the town patrolman without the approval of the chairperson or any other town board members. "Materials and supplies" include copy paper, stationery, postage, office supplies, cleaning products, bathroom supplies, maintenance materials, equipment repairs and other like and similar items. Such purchases shall be approved by the town clerk for fund/budget availability prior to the purchase.

- 2) The purchase of materials and supplies, permanent personal property and services, the anticipated cost of which is between \$1,000 and \$5,000, shall be authorized in advance by the chairperson and purchases over \$5,000 shall be approved in advance by the town board. Such purchases shall be notified to the town clerk for fund/budget availability prior to the purchase. If the purchase concerns emergency repairs to vehicles or equipment whose continued operation is crucial to the safety and welfare of the town, the town Patrolman shall attempt to notify either the Chairperson or a Supervisor of the situation and discuss repair options with notice to the Town Clerk. If all parties are unavailable, the Patrolman shall use best judgement to effectively make the repair.
 - a. "Permanent personal property" includes furniture, furnishings, computers, calculating equipment, small machines, parts, tools and equipment or any other property, which customarily has a use life of more than one year.
 - b. Purchases under this subsection may be made on the open market and directly from a dealer or supplier without obtaining sealed quotations, but such purchases shall be made, when possible, after multiple quotations or proposals have been obtained.
 - c. All other purchases must be approved by the town board in advance of the purchase.

DONE AND SIGNED THIS 7th DAY OF FEBRUARY, 2018.



Joseph Nusse, Chairman



Lawrence Rott, Clerk

INTRODUCED AS AN AMENDED RESOLUTION AT A REGULAR MEETING OF THE TOWN OF GREENWOOD, WISCONSIN, ON THE 7th DAY OF FEBRUARY, 2018 AND DETERMINED BY ROLL CALL VOTES AS FOLLOWS:

CHAIRMAN NUSSE YES
SUPERVISOR REDDINGTON YES

SUPERVISOR STANEK YES

RESOLUTION PASSES X / FAILS _____