

TOWN OF NEW HAVEN, DUNN COUNTY
Resolution # 2019-01

Resolution Adopting Purchasing Policy

The Town Board of the Town of New Haven, Dunn County, Wisconsin, by this resolution, hereby adopts the following Purchasing Policy:

PURCHASING POLICY

The purchase of materials, supplies, trainings, permanent personal property and services, the anticipated cost of which is under \$500, may be made by the clerk, the treasurer, the board and the town patrolman without the approval of the chairperson or any other town board members. Budget availability for such purchases shall be verified by the Town Clerk prior to the purchase.

The purchase of materials, supplies, trainings, permanent personal property and services, the anticipated cost of which is between \$500 and \$5,000, shall be authorized in advance by the chairperson. Purchases over \$5,000 shall be approved in advance by the town board. Budget availability for such purchases shall be verified by the Town Clerk prior to the purchase.

“Materials and supplies” include copy paper, stationery, postage, office supplies, software, cleaning products, bathroom supplies, maintenance materials, equipment repairs and other like and similar items. “Permanent personal property” includes furniture, furnishings, computers, calculating and equipment, small machines, parts, tools and equipment or any other property which customarily has a use life of more than one year.

Purchases 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.

All contracts for public improvement projects are to be awarded to the lowest responsible bid according to the requirements of the Wisconsin Statutes 60.47 and the award of such contract must be approved by the town board at a duly noticed public board meeting.

All purchases that qualify to be made prior to board approval, shall be listed on the check detail for board approval at the next monthly board meeting after the purchase.

The town clerk shall properly post this resolution as required under Sec. 60.80, Wis. Statutes.

ADOPTED this 8th day of January, 2019.

By the Town Board:

Marv Prestrud
Marv Prestrud, Chairman

Tom Schoonover
Tom Schoonover, Supervisor

Jeff Carlsrud
Jeff Carlsrud, Supervisor

Attested by Town Clerk:

Diane Duerst
Diane Duerst, Town Clerk

Posted on 1/13/19, 2019 at the Town Shop, Town Hall, Connorsville Cheese Store and Town of New Haven website @ www.townofnewhavenwi.com.