

## **TOWN OF TREMPEALEAU PURCHASING PROCEDURES**

Purchases for the Town of Trempealeau can be made by members of the Town Board as well as the Town Clerk and Town Road Crew Lead person. All invoices will be reviewed and initialed for payment by the purchaser. The Clerk will process payment of claims only after the bill has been duly approved by the purchaser.

Ordinary maintenance and supply purchases (under \$500) can be made by all authorized purchasers. Items costing between \$501 and \$2,000 must be approved by the Town Chair or members of the Road Committee, with the authorizer approving the final invoice.

Purchases above \$2,000 require Town Board approval. Requests for purchase will include the company/vendor, item description and total cost. Approval will be by majority of the Town Board.

Major equipment items budgeted as Capital outlay (cost greater than \$2,000) and previously approved by the Town Board must be authorized by a Board member upon purchase.

ADOPTED BY TOWN BOARD ON: 9/12/2019

EFFECTIVE DATE: 9/12/2019

AMENDED: 9/11/2025