

RESOLUTION #4-2019

PURCHASING POLICY

The Town Board of the Town of Delavan, Walworth County, Wisconsin, does hereby resolve as follows:

1. All budgeted purchases up to \$1500 are authorized by Department Heads.
2. All budgeted purchases more than \$1500 but less than \$5,000 need authorization by a Department Head and a Committee Chair or Co-Chair.
3. All budgeted purchases of \$5,000 and above require Town Board authorization.
4. All Park Impact Fee expenses require Town Board authorization.
5. If an emergency arises, a requisition must be completed within 24 Hours of the time of purchase.
6. Regular operational expenses that are budgeted exceeding \$5,000 (gasoline, road salt, etc.) should be noted during the respective committee meetings.
7. All Capital Expenditures of \$75,000 and above shall require advisory services by a consultant.

Adopted this 19th day of March, 2019



Ryan Simons, Town Chair

Ayes 5 Noes 0

Attest:



Dixie C. Bernstein, Town Clerk