TOWN OF BREED
since 1901

Town of Breed
11155 Highway 32
Suring, WI 54174

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PURCHASING POLICY 2025-1

PURCHASING PROCEDURES

(1) The purchase of materials and supplies, the anticipated cost of which is under $500.00, may be made by the clerk, the treasurer and the town chairperson without the approval of the chairperson or any other town board members. "Materials and supplies" include copy paper, stationary, 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 $500.00 and $2,000.00, shall be authorized by the chairperson and purchases over $2,000.00 shall be approved in advance by the town board. Such purchases shall be approved by the clerk for fund/budget availability prior to the purchase.
   (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.
   (c) All other purchases must be approved by the town board in advance of the purchase.

Adopted by majority vote this 11th day of MARCH 2025

Chairperson
Phillip Christenson

Clerk
Kristen Telford