

**TOWN OF MAPLE | DOUGLAS COUNTY
PURCHASING PROCEDURES POLICY**

I. The purchase of materials and supplies, the anticipated cost of which is *under \$1,000*, may be made by the clerk, the treasurer and the town foreman 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.

II. The purchase of materials and supplies, permanent personal property and services, the anticipated cost of which is *between \$1,000 and \$2,000*, shall be authorized in advance by the chairperson and purchases *over \$2,000* shall be approved in advance by the town board. Such purchases shall also be approved by the town clerk for fund/budget availability prior to the purchase.

- i. "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.
- ii. 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.
- iii. All other purchases must be approved by the town board in advance of the purchase.