

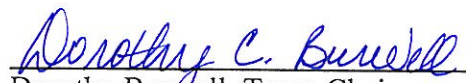
**RESOLUTION #15-2009**

**A RESOLUTION CREATING A PURCHASING POLICY**

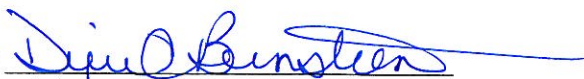
The Town Board of the Town of Delavan, Walworth County, Wisconsin, does hereby resolve as follows:

1. All budgeted purchases up to \$500 are authorized by Department Heads.
2. All budgeted purchases more than \$500 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. If an emergency arises, a requisition must be completed within 24 Hours of the time of purchase.
5. Regular operational expenses that are budgeted exceeding \$5,000 (gasoline, road salt, etc.) should be noted during the respective committee meetings.

Adopted this 15th day of December, 2009

  
Dorothy Burwell, Town Chair

Ayes 5 Noes 0

Attest:   
Dixie C. Bernstein, Town Clerk