

**TOWN OF KILDARE,  
Juneau County, Wisconsin  
PURCHASING PROCEDURES**

Resolution 07-2025

(1) The purchase of materials and supplies, the anticipated cost of which is under \$500, may be made by the Town Clerk, the Town Treasurer and the Town Maintenance Person without the approval of the Town Chairperson or any other Town Board members. "Materials and supplies" include paper, stationary, postage, office supplies, cleaning materials and 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 and \$2,000, shall be authorized by the Chairperson and purchases over \$2,000 shall be approved by the Town Board. Such purchases shall be approved by the Town Clerk for fund/budget availability prior to the purchase.

(a) "Permanent personal property" includes furniture, furnishings, typewriters, 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, but such purchases shall be made, when possible, after multiple quotations or proposals have been obtained.

(3) The purchase of materials and supplies or permanent personal property, the anticipated cost of which is between \$2,000 and \$5,000, shall be made by the Town Board after obtaining, whenever possible, at least 3 quotations.

(4) Public contracts will follow the requirements of 60.47, Wisconsin Statutes, and be let, pursuant to 66.0901, Wisconsin Statutes.

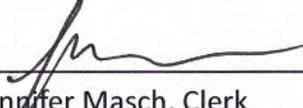
(5) The procedures set forth in this section may be waived when there is an immediate need for services, parts, materials, supplies or property in case of emergency, as authorized by §60.47 (5), Wis. Stats.

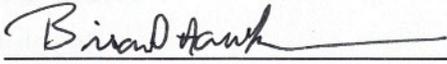
(6) The attendance of Town officers and employees at seminars and conventions shall be subject to the approval of the Town Board.

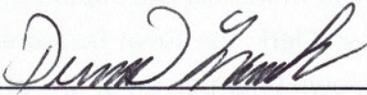
This Resolution will become effective upon adoption by the Town Board and posting by the Town Clerk as required under s. 60.80, Wis. Stats

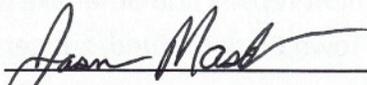
Adopted this 13<sup>th</sup> day of August 2025 by the Town Board of the Town of Kildare, Juneau County, Wisconsin.

Attest:

  
\_\_\_\_\_  
Jennifer Masch, Clerk

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Supervisor

  
\_\_\_\_\_  
Supervisor

Posted on August 13, 2025

Town Hall - N2592 26th Ave., Lyndon Station WI

Clerk's Office - W3604 55th St, Mauston WI

Town Website - [www.kildaretownship.com](http://www.kildaretownship.com)