

MEMORANDUM

**Business Item C**

From: Administrator/Staff

To: Town Board

Re: Town Board review and consideration of the use of amending the Town of Clayton Purchasing Procedures Policy.

Chair Geise asked for this item to be placed on the agenda. A copy of the current policy is included in the packet for reference.

If you have any questions about this information, please call or email me.

Respectfully Submitted

Kelsey