

**ORDINANCE**

**SUBJECT:** CHAPTER 4 - FINANCE

**COMMITTEE:** EXECUTIVE

**FIRST CONSIDERATION:** February 20, 2025

**FINAL CONSIDERATION:** March 20, 2025

**ORDINANCE #** 216 - 3/25 **PUBLICATION DATE** March 27, 2025

**The County Board of Supervisors of La Crosse County does ordain as follows:**

**AN ORDINANCE TO AMEND S. 4.06, "PURCHASING PROCEDURES" AND  
S. 4.08, "CONTRACT APPROVAL PROCEDURE" OF CHAPTER 4 ("FINANCE")  
OF THE GENERAL CODE OF LA CROSSE COUNTY, WISCONSIN**

\*\*\*\*\*

**ANALYSIS**

The Ordinance change primarily focuses on changing the dollar amount approval thresholds for Department Head, Finance Director, and Standing Committee approval for budgeted purchases.

In addition, sections related to the policy and procedure related to procurement cards, current s. 4.06(7)(j), and disposal of surplus property, current s. 4.06(7)(m), are addressed in the Finance Policy and Procedures Manual and have been removed from the ordinance.

Changes to Section 4.08, Contract Approval Procedures, are made to mirror changes to Purchasing Procedures. Section 4.08(5) adds or County Administrator designee as it relates to the signing of certain contracts.

\*\*\*\*\*

**INFORMATION:**

County Board Rules: Governing Body s. 2.02(8) states, in part: Ordinances are drafted by the Corporation Counsel. After the ordinance has been reviewed by a standing committee, each Supervisor will be given a copy of the ordinance showing the deleted language (grayed) and the new language (underlined) and an analysis of the intent of the ordinance. After introduction to the County Board, the ordinance shall be referred to the next monthly meeting unless waived by a 2/3 vote of the Supervisors present and a public hearing may be held if requested by a Supervisor. An amendment may be introduced and debated at either the original or the referred meeting. Copies of the ordinances of the County of La Crosse in their entirety are available with Corporation Counsel, County Clerk, or [www.co.la-crosse.wi.us/code/](http://www.co.la-crosse.wi.us/code/).

(rev. 3/03)

**ORDINANCE # 216 – 3/25**

**AN ORDINANCE TO AMEND S. 4.06, "PURCHASING PROCEDURES" AND S. 4.08, "CONTRACT APPROVAL PROCEDURE" OF CHAPTER 4 ("FINANCE") OF THE GENERAL CODE OF LA CROSSE COUNTY, WISCONSIN**

The County Board of Supervisors of the County of La Crosse does ordain as follows:

**Section 1.** Section 4.06 is amended to read:

**4.06 PURCHASING PROCEDURES.**

- (1) **PURPOSE.** The purpose of this section is to establish uniform procedures for La Crosse County to secure, for County taxpayers, the advantages and economies which could result from centralized control over the expenditure of County funds for supplies, materials, equipment and contractual services; to promote efficiency and standardization of purchasing methods for all County departments and agencies; to promote competitive bidding and to provide for the administration, regulation, control, and enforcement of the purchasing procedures and methods hereby established. La Crosse County Departments shall follow the Financial Policy and Procedures Manual.
- (2) **AUTHORITY.** The section is created and adopted pursuant to authority granted by ss. 59.51 and 59.52(9), Wis. Stats.
- (3) **DEFINITIONS.**
  - (a) *Best Judgment Purchase.* A purchasing method used for budgeted items when the estimated cost is \$25,000 or less.
  - (b) *Simplified Bid.* A purchasing method used for budgeted items when the estimated cost is between \$25,000 and \$50,000 for Service Contracts; between \$25,000 and \$100,000 for Equipment purchases.
  - (c) *Official Sealed Bids.* A purchasing method used for budgeted items when the estimated cost is over \$50,000 for Service Contracts and over \$100,000 for Equipment purchases.
  - (d) *Budgeted purchases or items.* Material or service purchases that are funded or planned for within an account of a Departmental Budget.
  - (e) *Non-Budgeted purchases or items.* Material or service purchases that require funding that is not available within a specific account of a Departmental Budget.
  - (f) *Emergency purchase.* A purchase of material or service that is needed to respond to an emergency situation. An emergency

situation exists when a material or service is immediately needed to protect health, safety and welfare, or to preserve and protect property. An emergency purchase is needed when a situation is unforeseen, calls for immediate action and can not be properly responded to using established purchasing procedures.

- (g) *Invalid purchase.* A purchase that is contrary to the Code or the Finance Policy and Procedures Manual.
- (h) *Purchase limitations.* The authority and approval levels within the Code that permit the spending of County funds.
- (i) *Governmental unit.* A department, branch, agency, school or organization that is part of the federal, state, or county government, or local municipality.
- (j) *State and federal contracts.* A contract for material or services that has been awarded to a vendor for use by the state or federal government and the terms of the contract have been extended to county governments.
- (k) *Lease purchase.* A contract for the use of equipment, supplies, or other property under which title will not pass to the County.
- (l) *Lease with option to purchase.* A contract where title may pass to the County.
- (m) *County Based Contract.* County government receives the benefit of material or service provided by a vendor. The County compensates the vendor.
- (n) *Client Based Contract.* A County designated client receives the benefit of material or service provided by a vendor. The County compensates the vendor.
- (o) *Sole Source.* A material, service, or special situation where it is evident or it is determined that only 1 vendor can fulfill the needs of the County.
- (p) *Negotiation.* Department Head or designee in conjunction with the Auditor/Finance Director or designee discuss cost, terms, and conditions with a vendor to secure a contract that is in the best interest of the County.
- (q) *Blanket contract.* A contract or purchase order issued to establish an account for the purpose of making repetitive purchases of similar material or services.
- (r) *Request for Proposals (R.F.P.)* A description of a program and/or services needed, parameters and/or limitations that vendors have to work within; the expectations of the County, and the result the vendor is expected to achieve.

- (s) *Non-conformance.* Procedures, methods or practices which are or appear to be in violation of or contrary to the Code, Finance Policy and Procedures Manual, or instructions that are communicated to the Departments by the Auditor/Finance Director or County Administrator.
- (t) *Finance Policy and Procedures Manual.* Written procedures and practices that are consistent with the Code and provide an effective, efficient, and organized way of purchasing materials or services.
- (u) *Purchasing Manager.* Performs, leads, and manages the purchasing process consistent with the Code and under the direction of the Auditor/Finance Director.
- (v) *Equipment Purchase.* Purchases of material, equipment, and vehicles.
- (w) *Service Contracts.* A written agreement that outlines the terms and conditions for a specific service or task that is preformed by a vendor.
- (x) *Public Works Projects.* Per s. 59.52 (29)(a), Wis. Stats. All public work, including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work will exceed \$25,000 shall be let by contract to the lowest responsible bidder.

(4) ADMINISTRATION. The provisions of this section and regulations as are duly enacted hereunder shall be administered, supervised, and enforced by the Auditor/Finance Director with the guidance of the Executive Committee. The Auditor/Finance Director shall, subject to provisions of this chapter and applicable provisions of federal or state law or administrative regulations promulgated there under;

- (a) Establish and supervise a central purchasing system for coordination and direction of procurement activities. Develop and maintain a Finance Policy and Procedures Manual consistent with the Code. The purchasing process shall be in accordance with the Finance Policy and Procedures Manual.
- (b) Have the authority to delegate purchasing activities to user departments and purchasing staff subject to the Code.
- (c) Transfer between departments, supplies, materials and equipment which are no longer needed by a holding department, but which can be used by a receiving department.
- (d) Exchange, trade-in or sell those supplies, materials and equipment which are surplus, obsolete or unused and shall confer with the County Administrator when necessary. Funds derived there from

shall revert to the appropriate fund unless otherwise provided by law.

- (e) With the approval of the Corporation Counsel, develop standard forms and specifications for bids or quotes, purchase orders and contracts; develop and prescribe the use by departments of additional forms required in carrying out the provisions of this section and amend or eliminate any such forms.
  - (f) Perform all duties under the general direction of the County Administrator and the Executive Committee. Pursuant to the provision of this section, all Department Heads shall cooperate with the Auditor/Finance Director and Purchasing Manager in the purchases for the departments which they administer.
  - (g) Have direct supervision, management and control of the purchasing system and be responsible for submitting an annual budget for the centralized purchasing system, when necessary.
  - (h) Ensure that user departments adhere to central purchasing policies and procedures when delegation is extended. All delegated purchasing activities shall be monitored by the Purchasing Manager under the direction of the Auditor/Finance Director.
  - (i) Review Request for Sealed Bid and R.F.P. specifications using information furnished by the department, the standing committee, and any such other sources as may be deemed necessary in order to meet the needs of the department, consistent with the purpose of this section.
  - (j) Recommend to the County Administrator the adoption of administrative regulations to be contained in the Finance Policy and Procedures Manual which shall be circulated to all departments.
  - (k) Maintain necessary records to account for expenditures of funds for purchases made.
- (5) STATUTORY AND ORDINANCE CONFLICTS. This section shall govern all purchasing for La Crosse County, provided nothing herein shall be in conflict with s. 59.52(29) or 66.0901, Wis. Stats., dealing with public contracts for construction, execution, repair, remodeling or improvement of a public work or building or with other applicable statutes.
- (6) PURCHASING OPERATIONS AND PROCEDURES.
- (a) Best Judgment Purchases. For purchases under \$25,000.
    - 1. All authorized and budgeted purchases, whose estimated costs are less than \$25,000, may be made and approved by the Department Head or designee. Purchases shall follow the Financial Policy and Procedures Manual.

- (b) **Simplified Bid Purchases.** Purchases between \$25,000 and \$50,000 for Service Contracts; between \$25,000 and \$100,000 for Equipment purchases. All authorized and budgeted purchases of material or services whose estimated costs are between \$25,000 and \$50,000 for Service Contracts; between \$25,000 and \$100,000 for Equipment purchases shall be made by the Department Head or designee and approved by the Auditor/Finance Director or designee, or County Administrator. Written quotes from 2 or more vendors shall be obtained as prescribed in the Finance Policy and Procedures Manual. Purchases shall follow the Financial Policy and Procedures Manual.
- (c) **Official Sealed Bids.** Purchases over \$50,000 for Service Contracts and over \$100,000 for Equipment purchases. All authorized and budgeted purchases of material or services over \$50,000 for Service Contracts and over \$100,000 for Equipment purchases shall be made by sealed bid or R.F.P. except the following types of purchases are excluded from bid or R.F.P. requirement if approved by the appropriate authorities: purchases from governmental units, purchases through state and federal contracts, sole source purchasing or contract extensions through negotiation. The approval of the Auditor/Finance Director or designee, or County Administrator and Standing Committee is needed to approve a bid or R.F.P. over \$50,000 for Service Contracts and over \$100,000 for Equipment purchases by all departments except the Human Services Department for service based contracts. The approval of the Department Head, Auditor/Finance Director, Purchasing Manager, Human Services Deputy Director and Human Services Financial Manager or their designees is required to approve a bid or R.F.P. for service based contracts, by the Human Services Department. Purchases shall follow the Financial Policy and Procedures Manual.
1. All Requests for Sealed Bids or R.F.P.'s shall be coordinated by the Purchasing Manager or designee under the direction of the Auditor/Finance Director.
  2. Specifications shall be drawn by the Department Head, or their designee, and reviewed by the Purchasing Manager or designee. Sealed bid or R.F.P. specifications shall be drawn so as to make competitive bidding reasonably possible in the interest of obtaining the best product or service at the most advantageous price to La Crosse County. A copy of the final bid or R.F.P. specifications shall be submitted to the Purchasing Manager.
  3. All Requests for Sealed Bids or R.F.P.'s shall be advertised at least once in the official County newspaper. The Department Head shall determine if it is necessary to advertise in any other publications. The advertisement shall indicate when and where bids will be opened and

R.F.P.'s will be reviewed. Direct mail notification shall be given to any interested vendors or providers.

4. Sealed Bids and R.F.P. shall be received by the Purchasing Manager or designee and opened publicly either by the Purchasing Manager or designee at the time indicated in the specifications and the newspaper advertisement.
- (d) Non-Budgeted Purchases. All non-budgeted purchases except in an emergency as defined in s. 4.06(3)(f), shall be approved by the Standing Committee and the Executive Committee. An account transfer within a department's budget or a transfer from the Contingency Fund to the Department's budget must be made pursuant to s. 2.20 prior to or in conjunction with non-budgeted purchases.
1. Account transfer within Departmental budget – procedures are outlined in the Finance Policy and Procedures Manual.
  2. Account transfer from Contingency Fund to Department budget – procedures are outlined in the Finance Policy and Procedures Manual.
- (e) Department Heads or designee. Performs purchasing functions under the general supervision of the Auditor/Finance Director and in cooperation with the Purchasing Manager.
1. Departments are to adhere to all purchasing policies and procedures that are set forth in the Finance Policy and Procedures Manual or are communicated to departments.
  2. Departments must use blanket contracts set up by the County which cover certain material or services s. 4.06(7)(i) of this Code.
  3. Departments are required to maintain all records necessary to account for expenditures of funds for purchases made. All sealed bids received may be open to public inspection.
- (f) Non-conformance to County Code, Purchasing Policy, or Procedure. Purchase orders, methods, procedures or practices that are or appear to be in violation of the purchasing ordinance or contrary to the Finance Policy and Procedures Manual will be investigated by the Auditor/Finance Director or his/her designee. The Auditor/Finance Director may request a written explanation of the situation in question. This explanation along with any other information may be forwarded to the County Administrator, County Board Chair, and Standing Committee. If a department's purchasing methods or practices are in violation of the Code or contrary to the Finance Policy and Procedures Manual, the Auditor/Finance Director and/or the County Administrator may

intercede to ensure that the proper practice, method or procedure is followed.

(7) GENERAL POLICY.

- (a) Purchase Limitations. All purchases shall be made in accordance with the budgetary appropriations as established by the County Board for the operation of the respective departments. The responsibility for adhering to existing appropriations rests with the Department Head. The Auditor/Finance Director or designee shall refuse to issue any purchase order or accept any contract when the funds needed exceeds the appropriation or lacks the appropriate approval level, except as provided in s. 4.06(7)(i) regarding emergency purchases.
- (b) Contract or lease purchase. The approval level and purchasing procedure used for service contracts and leases is determined by the total of payments or total estimated contract sum regardless of the term. A distinction is made between County Based Contracts and Client Based Contracts (see s. 4.06(3) m and n.) A copy of all contracts and leases must be sent to Corporation Counsel for approval pursuant to s. 4.08(3).

- 1. Lease Purchases. The dollar amount used to determine the approval level is the total amount of all payments in the lease agreement regardless of the term of the lease. Equipment leases or lease-purchases may be made by the Department Head or designee for up to \$25,000 using "best judgment purchasing". From \$25,000 to \$50,000 for Services Contracts and from \$25,000 to \$100,000 for Equipment purchases Department Heads may employ a "simplified bid" purchase, a purchase through state and federal contracts or a "sole source purchase" practice with approval of the Auditor/Finance Director or designee, or County Administrator. Above \$50,000 for Service Contracts and over \$100,000 for Equipment purchases Department Heads may enter into a lease with the approval of the Auditor/Finance Director or designee, or County Administrator and Standing Committee. A copy of all leases must be forwarded to Corporation Counsel for review and approval.
- 2. Lease Purchase with Option to Buy. The dollar amount used to determine the approval level is the sum of all payments in the lease plus the buyout cost regardless of the term of the lease. Equipment leases or lease-purchases may be made by the Department Head or designee for up to \$25,000 using "best judgment purchasing". From \$25,000 to \$50,000 for Service Contracts and form \$25,000 to \$100,000 for Equipment purchases Department Heads may employ a "simplified bid" purchase, a purchase through state and federal contracts or a "sole source purchase" practice with

approval of the Auditor/Finance Director or designee, or County Administrator. Above \$50,000 for Service Contracts and over \$100,000 for Equipment purchases Department Heads may enter into a lease with the approval of the Auditor/Finance Director or designee, or County Administrator and Standing Committee. A copy of all leases must be forwarded to Corporation Counsel for review and approval.

- (c) Invalid Purchases. The County may consider as void, any purchase or contract made on behalf of the County which is contrary to the provisions of this Code. The employee making such purchase transactions will be considered for disciplinary action by their Department Head or the County Administrator as appropriate.
- (d) Purchases from Governmental Units. Materials, supplies, machinery or equipment offered for sale by the state, federal, or County government or by any municipality may be purchased without bids, at prices to be agreed upon between the governmental agency and the Department Head or designee. This authority shall be limited to purchases of budgeted items whose estimated cost does not exceed \$25,000. Purchases may be made from Governmental Units between \$25,000 and \$50,000 for Service Contracts and between \$25,000 and \$100,000 for Equipment purchases with approval of the Auditor/Finance Director or designee, or the County Administrator. Purchases over \$50,000 for Service Contracts and over \$100,000 for Equipment Purchases must be approved by the same authorities as required in s. 4.06(6)(c).
- (e) Purchases through State and Federal Contracts. In order to utilize the mass purchasing power of the federal and state governments, material goods or services may be purchased directly from vendors awarded bids or contracts by state or federal governments, without the solicitation of County bids. The Department Head or designee may use "best judgment purchasing" practices up to \$25,000. From \$25,000 to \$50,000 for Service Contracts and from \$25,000 to \$100,000 for Equipment purchases Department Heads may purchase from a state or federal contract as a substitute for the "simplified bidding" practice with approval of the Auditor/Finance Director or designee, or County Administrator. Documentation of the state or federal contract shall be in accordance with the Financial Policy and Procedures Manual. Above \$50,000 for Service Contracts and over \$100,000 for Equipment purchases Department Heads may purchase from a state or federal contract as a substitute for "official sealed bid" practice with the approval by the same authorities as required in s. 4.06(6)(c).
- (f) Sole-Source Purchasing. Sole source purchasing is acceptable when, after a good faith review of all possible sources, it is determined there is only 1 viable source for material, supply, or service. To be a sole source, a vendor shall have the ability to deliver a unique material or service, have technical expertise or qualifications, the ability to deliver at a particular time, or have the

ability to fulfill the needs for a special purpose or situation such as a client choice purchase from a qualified provider. The Department Head or designee may use "best judgment" practices up to \$25,000. From \$25,000 to \$50,000 for Services Contracts and from \$25,000 to \$100,000 for Equipment purchases approval of the Auditor/Finance Director or designee, or County Administrator is required. Above \$50,000 for Services Contracts and over \$100,000 for Equipment purchases, approval is needed by the same authorities as required in s. 4.06(6)(c). Purchases over \$25,000 shall require a written explanation as to the reason in accordance with the Financial Policy and Procedures Manual.

- (g) Negotiation. The dollar amount used to determine the approval level is the total sum of the contract regardless of the term of the contract. The County may extend an existing contract through negotiations with a current vendor. Negotiation may be used if it is evident or it is determined that it is in the best interest of the County to do so. Up to \$25,000 purchases may be made by the Department Head or designee using "best judgment purchasing" practices. From \$25,000 to \$50,000 for Services Contracts and from \$25,000 to \$100,000 for Equipment purchases, negotiation with the current vendor may be used if approved by the Auditor/Finance Director or designee, or County Administrator. Above \$50,000 for Services Contracts and over \$100,000 for Equipment Purchases, negotiation to extend an existing contract must be approved by the same authorities as required in s. 4.06(6)(c).
- (h) Blanket Contracts and Standardization. Where it is in the best interest of the County due to dollar volume, standardization, conformance, or favorable terms, the County may enter into contracts that affect all or multiple departments. The approval for entering these contracts shall be consistent with the Code.
- (i) Exceptions. Exceptions to general policy and purchasing limits may exist for emergency purchases s.4.06 (7) (j) and for expenditures that are routine and needed for the efficient and effective daily business operation of the County. Exceptions shall be approved by the Auditor / Finance Director, Corporation Counsel, and the County Administrator. The specific exceptions shall be prescribed in the Financial Policy and Procedures Manual.
- (j) Emergency Purchases. An emergency shall be deemed to exist when an essential service or material is immediately required or when unforeseen circumstances arise causing situations requiring immediate action in order to protect health, safety, and welfare, or to protect and preserve property.
  - 1. Budgeted items: In the event of an emergency, if the material or supply needed is under \$25,000 the Department Head or designee may use "best judgment purchasing" practices. Above \$25,000 requirements for the simplified bid purchase, state and federal contracts purchase and sole source purchase may be waived with

approval of the Auditor/Finance Director. In the event that the Auditor/Finance Director is unavailable, the Department Head shall obtain the approval of the County Administrator or County Board Chair. In the event that neither person is available, the Department Head shall obtain the approval of the Standing Committee Chair.

2. Non Budgeted Items: The Department Head shall seek approval of the County Administrator before the purchase of any material or service up to \$25,000. In the event that the County Administrator is unavailable, the Department Head shall obtain the approval of the County Board Chair. In the event that neither person is available, the Department Head shall obtain the approval of the Standing Committee Chair. For purchases over \$25,000 the Department Head shall obtain the approval of the County Administrator and County Board Chair.
3. For every emergency purchase made that is over \$25,000 for a budgeted item or any amount for a non-budgeted item, the Department Head shall, not later than the next working day thereafter, submit to the County Administrator and the Auditor/Finance Director, a written explanation of the circumstances of the emergency and any estimated costs related thereto. Said explanation shall also be submitted by the Department Head to the departmental committee at the next earliest meeting.

(k) Used Equipment and Vehicle Purchase. The Department Head or designee may use "best judgment" purchasing practices up to \$25,000. From \$25,000 to \$50,000 for Service Contracts; between \$25,000 and \$100,000 for Equipment purchases Department Heads may use "Simplified Bid" purchasing practices with approval of the Auditor / Finance Director or designee, or County Administrator. Above \$50,000 for Service Contracts and over \$100,000 for Equipment Purchases , used equipment and vehicles shall be approved by the same authorities in s. 4.06(6)(c). Approval of purchases over \$50,000 for Service Contracts and over \$100,000 for Equipment Purchases may be attained in advance of the purchase by the authorities in s. 4.06(6)(c). Advance approval shall include, at a minimum, a description of the equipment or vehicle, a not to exceed amount, and a specified timeframe to complete the purchase.

(l) Public Works Projects. Per s. 59.52 (29)(a), Wis. Stats., all public work, including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work will exceed \$25,000 shall be let by contract to the lowest responsible bidder. The Department Head or designee may use "best judgment purchasing" practices up to \$25,000.

Purchases above \$25,000 shall be made by sealed bid or R.F.P. and must be approved by the same authorities as required in s. 4.06(6)(c).

**Section 2.** Section 4.08 is amended to read:

4.08 CONTRACT APPROVAL PROCEDURE.

- (1) Preparation of Contract Approval Form.
  - (a) The Department originating a contract shall prepare the Contract Approval Form and fill in the following information:
    1. Contract Title.
    2. Provider/Vendor Name.
    3. Term of Contract.
    4. Date Submitted for Approval.
    5. Department Head Approval (including signature and date).
    6. Financial Information. Complete org. number, account number, the current revised budget, the contract amount and the source of funding (such as, federal or state), for each org. and account number when available.
  - (b) Attach Contract Approval Form to 2 copies of the contract or 3 copies if the Department would like a signed original.
- (2) Contract Approval Guidelines (If purchase is budgeted).
  - (a) \$0 - \$50,000 for Services Contracts and \$0 to \$100,000 for Equipment Purchases requires Department Head approval.
  - (b) Over \$50,000 for Service Contracts and over \$100,000 for Equipment Purchases requires Department Head and Standing Committee approval.
- (3) Corporation Counsel Review. The Contract Approval Form and contract shall be reviewed and approved by Corporation Counsel. If any changes or corrections are requested before the contract is signed, the contract will be returned to the originating department and committee for further review and approval. If requested by the originating Department, Corporation Counsel will review any contract before committee approval.
- (4) County Board Approval. If the amount in the contract is non-budgeted or for any other reason County Board approval is required, a resolution shall be prepared and submitted through the appropriate Standing Committee and the Executive Committee (if there is a fiscal impact) and

passed by the County Board. The resolution number and date of passage by the County Board should be noted on the "County Board Approval" line of the Contract Approval Form. The same contract approval procedure shall be followed as required for budgeted purchases.

- (5) Authorized Contract Signatures. After the Contract Approval Form is completed with all required signatures of approval, the form and all copies of the contract shall be presented to the County Board Chair or the County Administrator or designee for signature on behalf of La Crosse County. The County Clerk may sign the contract if an additional signature is required. The County Board Chair and County Administrator may each designate which contracts may be signed electronically on his/her behalf.
- (6) Provider/Vendor Signature. The originating Department shall be responsible for obtaining the Provider/Vendor's signatures on all copies of the contract either before or after the signing of the contract by County officials.
- (7) Disbursement of Contract Copies.
  - (a) Signed original contract and Contract Approval Form shall be filed with the County Clerk or stored electronically.
  - (b) Signed original contract shall be sent to the Provider/Vendor.
  - (c) Originating Department may make a copy of the signed contract for its file or retain a signed copy if 3 copies were submitted for signature.
- (8) Alternative Procedure for Large Batches of Contracts (more than 10 at 1 time).
  - (a) Use a single Contract Approval Form.
  - (b) Attach form to a complete listing of the contracts that includes Provider/Vendor names and annual amounts of each contract. Make special note of any non-budgeted contract amounts and the terms of contracts that are longer than 1 year.
  - (c) Submit the batch of contracts through the same procedure as outlined above.
- (9) County Clerk. Original contracts and Contract Approval Forms shall be retained by the County Clerk in accordance with the La Crosse County Records Retention Policy. As an alternative procedure, the completed contract may be stored in a database for the time period required by the Records Retention Policy and electronic notification shall be sent to the County Clerk that the processing of the contract(s) has been completed.

**Section 3.** This Ordinance shall take effect the day after passage and publication.

LA CROSSE COUNTY

By:   
Tina Tryggestad, County Board Chair

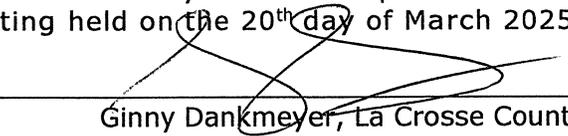
By:   
Ginny Dankmeyer, County Clerk

PASSED: March 20, 2025

PUBLISHED: March 27, 2025

STATE OF WISCONSIN  
COUNTY OF LA CROSSE

I, Ginny Dankmeyer, County Clerk of La Crosse County do hereby certify that this document is a true and correct copy of the original ordinance required by law to be in my custody and which the County Board of Supervisors of La Crosse County adopted at a meeting held on the 20<sup>th</sup> day of March 2025.

  
Ginny Dankmeyer, La Crosse County Clerk