

ADMINISTRATIVE

POLICY 2-02

PURCHASING POLICY

Authorization: 20 September, 2004 Council Motion

Policy:

1. Once Council has approved the annual operating budget, Council and administration shall have the authority to purchase appropriate supplies or contracted work within that category's budgeted amount.
2. Council shall approve all capital purchases individually.
3. Temporary or seasonal staff may sign for purchases, however, the bills must be initialed by the designated Council member prior to payment.
4. The designated Council Member may authorize expenditures for Public Works of up to \$300.00 per purchase within the Public Works budget. The Chief Administrative Officer may authorize expenditures of up to \$500.00 within budget. Purchases exceeding these amounts must be submitted to Council for approval.
5. Two members of Council may approve expenses of an emergency nature exceeding the limits set forth in section 5.
6. Staff shall always attempt to obtain the best supplies or work for the least dollars. Purchases shall, however, be from reputable firms that supply a guarantee or warranty.
7. It is the responsibility of staff to purchase in bulk up to a year's supply of goods whenever it is possible and/or most cost efficient to do so.

Background:

Council wishes to ensure that:

- Spending is within the control of the Chief Administrative Officer, and ultimately Council to ensure that it does not exceed the budget without proper justification and prior approval.