



Title: Purchasing Policy	Internal
Department: Public Works & Administration	Policy Number: TBB-002-AD
Approval Date: Nov 14, 2017	Implementation Date: Nov 18, 2017
Revised Approval Date:	Revised Implementation Date:

BACKGROUND

This policy governs the purchase of certain supplies and equipment with Council funds. This policy applies to Council's department heads.

The original policy was adopted by Council on Nov 14, 2017, TBB-002-AD.

OBJECTIVE/PURPOSE

The purpose of this policy is to provide authorized employees authority to purchase certain supplies and equipment needed to effectively and efficiently perform tasks. Employees are to spend within the budgeted amount set by Council.

GUIDELINES AND PROCEDURE

Purchasing approval authority is delegated to authorized employees

Authorized Personnel	Purchasing Method	Types of Goods or Services	Expenditure Limits	Resolution #
Town Clerk/Manager	Purchase Orders	General Office Supplies	\$500.00 exclusive of taxes	2017-9091
Town Clerk/Manager	Purchase Orders	Office Equipment	\$500.00 exclusive of taxes	2017-9091
Lead Hand	Purchase Order	General Supplies	\$500.00 exclusive of taxes	2017-9091
Lead Hand	Purchase Order	Maintenance Equipment	\$500.00 exclusive of taxes	2017-9091

Employees are to use judgment on the lowest prices available for the item across all vendor channels.