

Policy # 2016-2

## **Purchasing Policy**

### **Policy Objective:**

To provide a policy regarding procurements within the rural community of Hanwell.

### **Policy Statement:**

The rural community of Hanwell Council directs the operations of the municipality through its approved programs and policies. The purpose of this policy is to establish guidelines that provide for the procurement of goods and services in a fair, open, consistent and transparent manner resulting in best value as approved by council.

The Clerk/Treasurer, or his/her designate, shall be the Purchasing Agent and is therefore authorized to carry out purchasing on behalf of Council:

- **Expenses within approved budget:** the Clerk/Treasurer, or his/her designate, shall provide the Mayor with information (request/invoice/quote) for any expenditure over \$500
- **Non-budgeted items:** for all non-budgeted items less than \$1,500; non-budgeted goods and services over \$1,500 require the approval of Council
- **Municipal Credit Card Purchases:** purchases made on a municipal credit card must be for municipal items or uses only. If a personal item is purchased in error, the amount of the item is to be repaid within 30 days.

Any goods or services purchased must be clearly indicated in the approved annual operating budget. The Clerk/Treasurer is authorized to re-allocate funds within the department's line budget for operation budgets only.

**Original Date of Adoption by Council:** September 14, 2016

**Date of Revision Approved by Council:** February 15, 2018

**Clerk's Signature:** \_\_\_\_\_