

Policy 21/ 2006

Policy Title: Purchasing Authority and Process

Date Adopted: April 11, 2006

Purpose: To establish clear limits and procedures on authority for the expenditure of municipal funds.

Policy Statement: The Chief Administrative Officer is the Chief Purchasing Agent for the Town of Bentley.

Delegation of purchasing authority is made to the Public Works Foreman, FCSS Coordinator, Fire Chief and the Arena and Parks Facility Operator to purchase goods and services for their respective department where budget appropriations are approved.


Where cost estimates may exceed \$2,000.00, competitive quotes must be obtained and forwarded to the Chief Administrative Officer. Where possible, three quotes shall be obtained and, for the most part, these quotes should be obtained during annual budget preparation. Quotes must be in writing.

Where possible, purchase of goods and services are encouraged to be made within Bentley and local businesses shall always be given the chance to bid. Price and value added service will be factors used in the consideration of a successful bid. Value added service shall include past experience, shipping costs and servicing convenience.

Purchase orders shall be used where practical and if a purchase order is not used, the employee authorized to make the purchase must sign the invoice to confirm receipt of the goods or service and to confirm the price.

Emergency Expenditure Policy 5/99 shall be followed to approve expenditures made outside the annual budget.

This policy rescinds Policy 2003/02.



Mayor



Chief Administrative Officer