



Signed Date: February 15, 2017	Motion: /17 Date: February 15, 2017
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Title: Purchasing Policy	Policy No. 46
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Purpose:

The Village of Bawlf will through implementation of a formal position for the purchasing of goods and services ensure a standard and consistent process to effectively manage Village resources and to remain within the annual Operating and Capital budget.

Principles/Guidelines:

1. Administration shall endeavour to obtain the best price possible for purchasing of all goods and services based on comparable quality, specifications, delivery and service.
2. Preference may be given to local suppliers or contractors when all else being equal and availability.
3. All goods and services shall be necessary and properly requisitioned using the designated Purchase Requisition form.
4. All requisitions shall be properly assessed and approved by the CAO prior to the purchasing of any goods outside of regular maintenance products (ie. Oil, filters, etc. for vehicles/equipment) and everyday office supplies.
5. When at all possible, purchasing in bulk and/or on sale, is the preferred method, ie. oil, filters, etc., to be cost effective and time saving.
6. This Purchasing Policy No. 46 does not include the tendering process for capital projects and service contracts. The Tendering Policy No. 25 is a separate policy for this purpose.

Mayor

CAO