



Summer Village of South View

Council Policy

Number	Title			
C-FIN-PUR-1	Purchasing Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To provide clarity and direction for the procurement of goods and services.

Policy Statement

1. Once Council has approved the annual operating and capital budgets, administration shall have the authority to purchase appropriate supplies or contracted work within that category's budgeted amount.
2. Two members of Council may approve expenses of an emergency nature which are not included in the annual budget.
3. 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 where applicable.

Legal References: MGA 208(i) & 248(1)

Revisions:

Resolution Number	MM/DD/YY