



# Summer Village of Castle Island

Date: April 12, 2011

Policy Name: Purchasing Policy

## **OBJECTIVE:**

1. Spending is within the control of the Chief Administrative Officer, and ultimately Council to ensure that it does not exceed the budget without proper justification and prior approval; and
  2. Local businesses are guaranteed an opportunity to provide service and product for the municipality, recognizing that staff also have an obligation to obtain the best price possible for the municipality, subject to this policy.
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1. Once Council has approved the annual operating budget, staff shall have the authority to appropriate supplies or contracted work within that category's budgeted amount.
  2. Council shall approve all capital purchases individually.
  3. The Chief Administrative Officer may authorize expenditures of up to \$1000.00 within budget. Purchases exceeding these amounts must be submitted in writing to Council for approval.
  4. Two members of Council may approve expenses of an emergency nature exceeding the limits set forth in section 3.
  5. 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.
  6. For purchases in excess of \$500.00, written cost estimates shall first be obtained from local businesses if staff is aware that local businesses carry the needed product or service. Additional written quotes may be solicited from merchants outside of the area. Council encourages staff to support local merchants whenever it is economically feasible.
  7. It is the responsibility of staff to purchase in bulk up to a year's supply of goods whenever it is possible and/or most cost efficient to do so.