

TOWN OF GRAND COULEE

PURCHASING POLICY

<i>Section</i>	<i>Classification</i>
General Governance	Policy
<i>Approved (Date)</i>	<i>Motion No.</i>
August 11, 2020 Amended July 26, 2022	#6 #2022-07-26-9

PURPOSE:

To establish a policy regarding purchasing practices for the Town of Grand Coulee.

GENERAL

1. The Town of Grand Coulee is referred to as the “Town”.
2. The Town will observe all applicable federal and provincial trade and purchasing agreements and legislation.

POLICY

Council has ultimate authority for all expenditures. Council delegates this authority by the approval of budgets or by specific resolution. Council approval of the current budget shall be sufficient authority for the Administrator and Town Foreman to proceed with purchasing of materials, supplies, and contractors, subject to the procedures and limitations contained herein.

A. Items approved in annual budget:

- Any item approved in the current fiscal budget , may be approved by the CAO unless otherwise directed by Council.
- Any item approved in the previous year budget that has been approved to be carried forward or to be completed, may be approved by the CAO unless otherwise directed by Council.
- All capital purchases must be approved by Council resolution.
- Purchases within a 1% surplus, based on the approved operating budget, may be authorized for expenditures by the CAO and reported at the next meeting. All expenditures under this authorization shall be used for efficiency, betterment or safety of the town and or employees.

B. Items not included in budget and/or there is a price increase, shall be approved by Council by resolution.

- C. Where an emergency occurs; that in the opinion of the CAO or Foreman, constitutes immediate danger to public health, safety, life, or property, the Administrator may approve for emergency purchases, without prior approval of Council, per fiscal year. All emergency purchases must be brought to Council at the next regular Council meeting for review.
- D. Under no circumstances can a deposit for contract work be paid for using Town credit cards. All deposits for work to be performed must be approved by Council.
- E. Additional purchasing approvals can be found in the Town's Expenditures Bylaw.