



# Summer Village of Val Quentin

## Purchasing Policy

Number	Title		
P-3-2023	Purchasing Policy		
Approval	Approved		Last Revised
<i>Marlene Walsh</i>	Resolution No:	Res.#051 23-06-51	Resolution No:
	Date:	June 21, 2023	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. The CAO will obtain the best supplies or work for the lowest price. Purchases shall, however, be from reputable firms that supply a guarantee or warranty where applicable.
4. All Construction, renovations or project work of such nature over \$3,000 (three thousand dollars) requires 3 (three) bids if possible and a minimum of 2 (two) bids before the purchase or contract is awarded. All tender or quotation invitations shall be posted or advertised locally. All purchases over \$3,000.00 (three thousand dollars) shall be approved by Council.

### Legal References:

### Revisions:

Resolution Number	MM/DD/YY