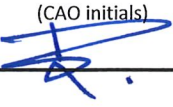




# Summer Village of Nakamun Park

## Council Policy

Number	Title			
C-FIN-PUR-1	Purchasing Policy			
Approval	Approved		Last Revised	
(CAO initials) 	Resolution No:	142-19	Resolution No:	
	Date:	September 18 <sup>th</sup> , 2019	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. The Chief Administrative officer (CAO) shall be responsible for maintaining the overall budget and may authorize variance in any specific budget category amount as may be deemed necessary so long as the overall approved budget amount for the year is maintained.
2. Council recognizes that administration, through the CAO, must address emergencies in a timely fashion. In order to do this, it may be required that the CAO authorizes the incurring of emergency expenses without prior or concurrent approval of Council. In such cases, the CAO shall include a report on the nature of the emergency, and related expenses to address the matter, for Council approval at the next meeting. At the discretion of the CAO, administration may request a special Council meeting be called to get prior approval of an emergency operation and related expense.
3. Staff shall always attempt to obtain the best supplies or work for the least dollars. Purchases shall be from reputable firms that supply a guarantee or warranty where applicable. Price shall not be the sole determinant when making a purchase; value shall be a factor of price, quality and expected life of an asset, among other factors relevant to the specific purchasing department.

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

### Revisions:

Resolution Number	MM/DD/YY



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