



CITY OF CORNER BROOK

Policy Statement

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|----------------------|----------------------------|-----------------------|------------------------|----------------------|----------------|
| Index | Finance and Administration | Section | Payments and Approvals | | |
| Title | Purchasing Policy | Policy Number | 11-05-01 | Authority | Administration |
| Approval Date | | Effective Date | | Revision Date | |

Policy Statement:

The total dollar value that can be approved at the Department Head level is \$1200.00 including taxes. If a purchase exceeds the \$1200.00 level, it must be approved and signed by the Chief Administrative Officer.

Each Department will complete the Request for Purchase Form including Prices. Where feasible, get 3 quotes and if you are satisfied with the price you must complete the extensions etc, and send the request to the Treasury Department to have the purchase order typed and sent out.

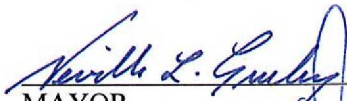
If a purchase order number is requested in advance, a number will be issued as soon as possible. However, individuals must complete the Request for Purchase Form as soon as possible as this is imperative for cost control.


Reference:

Minute 79-299 (Nov. 20/79)

Memorandum from City Treasurer (Feb. 21/96)

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.


MAYOR


CITY CLERK