



VILLAGE OF SEDLEY PURCHASE ORDER POLICY

Date: December 16, 2020
Version: 2
Approved by Council: December 16, 2020
Review Date: January 2022 or as required

1.0 Purpose

To implement a more rigorous procedure to manage municipal funds to ensure adherence to budget and council spending decisions.

2.0 Scope

This policy applies to all expenses incurred by all departments in an amount greater than \$100 with the exception of Public Works purchase of chemicals related to the operation of the Water Treatment Plant and lagoon.

3.0 Objectives

To maintain a rigid process to manage costs.

4.0 Policy

When an expenditure is expected to be greater than \$100, the Administrator, Assistant Administrator and Public Works Foreman will complete a Purchase Order for submission to the appropriate management level. The management levels are as follows:

Public Works Foreman budgeted expenses greater than \$100 will be approved by either the Administrator or Assistant Administrator. Should the expense not be an expense approved by the budget passed by resolution of council, the Administrator or Assistant Administrator will obtain approval from the Mayor or Deputy Mayor.

Administration budgeted or non-budgeted expenses greater than \$100 will be approved by the Mayor or the Deputy Mayor.

5.0 Responsibility

Council is responsible for adopting the policy regarding the Purchase Order policy. Management is responsible for allocating resources and provide high level oversight of the Purchase Order policy. Management is also responsible for ensuring the organizational resources are appropriately utilized to ensure service delivery.



7.0 Review Date

This policy has a life of 1 year or less at the discretion of the current Council. It will be reviewed on an annual basis, no later than April 30th each year.

Mayor Signature

January 22, 2021
Council Meeting Date