



Policies & Procedures Manual
Policy No. 2.9 (BP-Purchasing)
Purchasing

1. Definitions

“*Manager(s)*” means the officer(s) or employee(s) given delegated authority by Bylaws 776 and 891 to purchase goods and services for the SLRD.

“SLRD” means Squamish-Lillooet Regional District.

2. General Guidelines

The general mandate of the SLRD purchasing policy is to obtain all goods and services at the lowest cost to the SLRD consistent with quantity, quality, and availability of the goods and services at the time of acquisition. Goods and services must reflect all consideration and legislative requirements outlined in the *Local Government Act* and all relevant bylaws of the SLRD.

3. Purchase Orders

Except as expressly omitted in this policy, a purchase order must be issued for all goods and services procured for the SLRD.

Purchase orders shall consist of a three-part system: one copy is forwarded to the supplier, one copy is submitted to the Financial Services department, and one copy remains in the purchase order book. All purchase orders and invoices must be forwarded to Financial Services in a timely manner.

Purchase orders are to be issued by personnel delegated purchasing authority by Delegation Bylaws 776 and 891.

Except as otherwise stated in this policy, employees have a maximum purchasing authority of \$250, and may be required to have all purchase orders approved by the Department head prior to issuance.

The Chief Administrative Officer has a maximum purchasing authority of \$50,000; the Secretary, Treasurer and Managers of Administrative Services, Planning and Development, and Utilities and Community Services have a maximum purchasing authority of \$10,000; the Recreation Facility Supervisor a maximum purchasing authority of \$2,500, and the Recreation Reception has a maximum purchasing authority of \$100. All purchases over \$10,000 must be approved by the next highest authority.

Once a purchase order is issued, the Manager must confirm that the goods received are as requested and priced as quoted. Then the yellow copy of the purchase order is to be forwarded to the accounts payable clerk.

No purchase order is required for non-competitive expenditures (ie. Receiver General, Pension Plan, professional membership fees, Canada Post, utilities, etc.), and recurring payments

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authorized by an agreement approved by the Board. The appropriate Manager must approve invoices before payment is made.

Purchase orders are optional for goods or services purchased by a duly appointed Volunteer Fire Chief on behalf of their respective Volunteer Fire Department. However the Fire Chief must approve all invoices for goods or services before payment is made.

Purchase orders are optional for goods or services purchased by a duly appointed Emergency Program Coordinator on behalf of their respective Program. The Coordinator must approve all invoices for goods or services before payment is made.

4. Petty Cash

The purpose of a Petty Cash float is for purchasing individual items required for the necessary business of the SLRD, and which cost less than \$50.00. With the approval of the Treasurer, a petty cash float with the original amount to be determined as appropriate, can be set up for a specific cost center or group of cost center(s). The petty cash float shall be kept in a locked cash box in a safe place at all times. Access to the float shall be by the appropriate Manager or designate(s). Receipts are to be stapled to vouchers which indicate the purpose, date and authorized signature of a Manager. The petty cash float can only be replenished after a reconciliation of the remaining cash on hand and receipts to the original cash float, is forwarded to the Finance Department.

5. Service Contracts

For one-time purchases of services, the SLRD may enter into service contracts with the suppliers. Service contracts shall include a requirement to produce evidence of liability insurance in an appropriate amount and Workers' Compensation Board coverage.

Managers have the authority to sign service contracts for expenses included in the current year financial plan and not exceeding their delegated authority. Service contracts in excess of delegated authority must be approved by the next highest authority.

When service contracts are used, purchase orders are not required. Copies of service contracts shall be given to Financial Services as authorization for payment.

6. Credit Cards

Credit cards are issued to the SLRD Managers for travel and associated expenses and for incidental expenses in and out of the region.

Credit cards may be issued to other SLRD employees for local travel and associated expenses authorized by the respective Manager.

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The use of credit cards is not intended to replace the purchase order system.

7. Gas Cards

Gas Cards are issued for each vehicle along with a fuel log book. The fuel log book is to be completed with each fuel purchase and will include the mileage at the time of the fuel purchase.

8. Payment Approval

The SLRD Board designate and Chief Administrative Officer or another authorized signatory signs all cheques for payment of goods or services.

The Treasurer must approve all payments made by electronic funds transfer.

Travel allowances and per diems are based on rates established by policy which is updated from time to time. Travel expenditures for department employees are to be approved by the department manager. Department Manager travel expenditures are to be approved by the CAO. The Chief Administrative Officer's travel expenditures are to be approved by the Board Chair.

9. Purchasing Preferences

The SLRD will buy in the open market and will seek the greatest possible value and services for its purchasing dollars. The placement of orders and awards of contracts will be based on "best value" to the SLRD.

10. Joint Purchasing

The SLRD may enter into joint purchasing agreements with other government agencies when pricing and quality advantages may be obtained.

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