

Resort Village of Aquadeo

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Purchasing Procedures	GG-012	183/23	July 21, 2023		

Policy Objective:

To give direction on purchasing procedures to Staff and Council

Background:

1. Direction is needed by all the Municipality Management and Staff for day to day purchasing procedures
2. Setting a policy on the procedures may help to give direction to the CAO and reduce wait time for paying of expenses and retaining the repairs and purchase requirements.

Policy:

1. Purchasing Direction:
 - a. Purchasing/Repairs
 - i. Unless otherwise set by budget or a resolution of Council to incur costs the following policy will be followed:
 1. Council sets any purchases over the value of \$5000.00 to be reviewed by the Council as a whole
 2. Any purchases or contracted services over \$75,000.00 will be in compliance with the Procurement Agreement and will be tendered on the Sask. Tenders Web page;
 3. Any construction projects over \$200,000.00 will need to be tendered on Sask. Tenders Web Page.
2. Accounts Payable Procedures
 - a. Authorization is given to the Council signing authorities and CAO to complete the signing of the accounts payable on a bi-weekly basis as the accounts have been authorized under the Budget, Bylaw, or Resolution.
 - i. Hold backs should be brought to Council prior to releasing payment
 - ii. Any costs over \$5000.00 shall be brought to council for review.
 - b. Electronic Transfer for Payroll shall be on a bi-weekly basis.
 - c. Electronic transfer of payments may be completed for Visa Card, Utilities, Revenue Canada, Pension, and other organizations that allow for Electronic Fund Transfers on a weekly basis or as needed.
 - d. All accounts paid listing including the Council Indemnity and Payroll will be brought to the Regular Monthly council meetings for information only as the Monthly financial statement shall reflect such spending on a monthly basis.

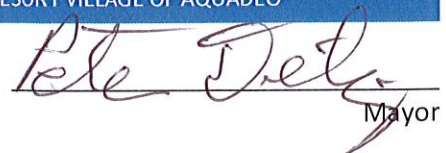
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 Mayor

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- e. Authorization is given to the CAO to pay out the School Division Taxes in full as at December 31st of each year and transfer all outstanding School Division taxes to the Municipal tax roll.


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Mayor