



# Town of Blaine Lake

<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	112/22	April 13, 2022	1	

**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.

GG-012

TOWN OF BLAINE LAKE

Policy Title: Purchasing Policy

Date Issued: April 13, 2022

Res # 112/22

Replaced – Res #

Mayor

Certified True Copy of the Original Document

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