



## *Town of Rimbey Policy Manual*

<b>Title:</b>	Financial Authority for the Purchase of Goods and Services	<b>Policy No:</b>	1708
<b>Date Approved:</b>	January 9, 2017	<b>Resolution No:</b>	014/17
<b>Date Effective:</b>	January 9, 2017		
<b>Purpose:</b>	To provide for a practical and efficient means to monitor expenditures.		
<b>Policy Statement:</b>			
<p>The following employees (or appointed officials) are authorized to purchase goods, materials and services for the Town of Rimbey within their approved budgets:</p> <p style="text-align: center;">             Chief Administrative Officer              Director of Finance              Director of Public Works              Director of Community Services           </p> <p>The Chief Administrative Officer is to be informed about all purchased over \$2,000.00.</p> <p>It will be necessary to obtain two or more competitive prices for the purchase of any fixed asset. A written record of the competitive prices outlining supplier, contact person, description of fixed asset being purchased and cost will be submitted to the Town Office.</p> <p>Expenditures which exceed budgeted amounts must have the prior authorization of the Chief Administrative Officer.</p>			
<b>Initial Policy Date:</b>	October 14, 1987	<b>Resolution No:</b>	314/87
<b>Revision Date:</b>	October 13, 2005	<b>Resolution No.</b>	364/05
<b>Revision Date:</b>	January 9, 2017	<b>Resolution No.</b>	014/17