



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 2101

CATEGORY: Financial Operations

PURCHASING OF GOODS AND SERVICES

When goods and/or services are ordered from "***Approved Suppliers***" to the A.A.M.D. & C Trading Division, purchasing and accounting staff shall ensure that invoicing is to the A.A.M.D. & C. and not paid directly by the County to the Supplier. These suppliers have agreed to invoice all business through the A.A.M.D. & C., thus allowing the deduction of an earned commission, which is credited to the County's dividend account.

Effective

Policy Date: 92/07/14

Reference: P# 10351

Revision: 96/09/09
