



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 2120

CATEGORY: Financial Operations

STANDING PURCHASE ORDER

Policy Statement

County Council recognizes that there is a cost to processing transactions and that it is in the Council's interest to keep this cost to a minimum. The Council further realizes that it may not be efficient to require separate authorizations on repetitive high volume purchases from a single supplier. The Council therefore authorizes the Director of Corporate Services to establish standing purchase orders for materials with local suppliers for various departments and programs of the County, in accordance with the following guidelines and regulations:

Guidelines and Regulations:

1. Standing Purchase Orders shall be authorized for no more than \$1000.00 (One Thousand Dollars) or for more than one month, whichever comes first.
2. Authorization to issue standing purchase orders may be obtained upon written request to the Director of Corporate Services.
3. Any purchases in excess of the limits will have to be authorized by another purchase order or another standing purchase order.
4. Written requests shall indicate persons authorized to obtain materials under the standing purchase order.
5. All purchases under standing purchase orders will be charged to the department.
6. Standing purchase orders are not monthly entitlements and are to be used with discretion as the need arises.
7. Standing purchase orders shall not be permitted for the purchase of any capital item.
8. No authorization for the supplier to deliver under the standing purchase order shall be given until it is authorized by the Director of Corporate Services.

Effective

Policy Date: 96/09/10

Reference: P#11348

Revision: 06-526
