

**Purchasing Policy  
Authorization Limits**

			Existing	Recommended
	Item	Required Approval	Amount (\$)	Amount (\$)
Non-Budgeted Expenditures	All	Department Director	< 1,000	<3,000
	All	CAO	1,000 - 5,000	3,000 - 10,000
	All	Council	> 5,000	>10,000
Budgeted Expenditures (Not Requiring Tender/RFP)	All	Department Director	< 15,000	< 20,000
	All	CAO	> 15,000	> 20,000
Quotations Required (minimum of three (3))	Goods		2,000 - 25,000	5,000 - 50,000
	Services		2,000 - 50,000	15,000 - 75,000
	Construction		2,000 - 100,000	15,000 - 100,000
Public Tenders	Goods	Council	> 25,000	>50,000
	Services		> 50,000	>75,000
	Construction		> 100,000	>100,000

**Note: All values are exclusive of tax**



