

	MUNICIPAL DISTRICT OF PEACE NO. 135	
PREPARED BY: Barbara Johnson	ADOPTED BY:	NUMBER: ADM - 32
REVISED BY:	COUNCIL	Page 2 of 2
TITLE: Purchasing	DATE: January 12, 2021, Amended July 13/21	

6. Any expenditures of a non-budgeted amount of less than \$10,000 will require the approval of the CAO with advisement to Council as soon as possible. Council shall review and authorize any non-budgeted expenditures of \$10,000 or greater.
7. The Municipal District has one corporate credit card in the CAO's name to be used for Municipal District business, which is normally stored in the office vault unless in use. The card can be used by Administration or the Manager of Agricultural Services and receipts must be given to the Director of Finance along with a purchase order.
8. \$100 in petty cash is kept as a float in the office vault and is to be used for small cash purchases where there is a receipt to replace the cash. The float will be replenished as needed by issuing a cheque payable to the Municipal Clerk to cash. Petty cash must be balanced each month (receipts + cash must = \$100) and the petty cash float must equal \$100 cash only at year end.
9. The process for initiating a tender or Request for Proposal will be as follows:
 - a Request for Quotation (RFQ), Request for Proposal (RFP) and/or Invitation to Tender is to be used
 - no tenders are required when group-purchasing programs are utilized (RMA and AUMA group purchases), but periodic price checks must be conducted
 - if criteria other than price will be used to evaluate the tenders, such criteria and the evaluation process must be specifically identified in the tender documents
 - all applicable legislation, including but not limited to, *Municipal Government Act*, Federal and Provincial trade agreements, and the *Freedom of Information and Protection of Privacy Act*, will be observed
 - tenders or RFPs for services in amounts of \$75,000 and higher or construction of \$100,000 or higher will be advertised on the Alberta Purchasing Connection website
 - sealed tenders shall be opened by the CAO and a senior administration staff member and the tender shall be awarded. Council will be advised of the decision made once the vendor has accepted.
10. In an emergency situation, supervisors or senior administration have the authority to make purchases outside of normal purchasing situations. These purchases should be reported to the CAO and Council as soon as reasonably possible.