

**POLICY PT-002****Authorization to Purchase**

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Policy Number:	PT-002	Date Approved:	July 6, 2010
Title of Policy:	Authorization to Purchase	Council Res. Number:	279-10
Prepared By:	Purchasing Services	Effective Date:	July 6, 2010
References:	<i>Procedures PT-002-P Policy PT-001 (Purchasing and Tendering)</i>	Previous Revision Date:	August 26, 2008

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**PURPOSE**

The purpose of this policy is to maintain consistent and fair purchasing practices by authorized staff.

**POLICY STATEMENT**

Parkland County shall meet the following criteria when making all purchases:

- 1) Purchases are included in the current year's budget or as otherwise approved by Council.
- 2) All purchases are made and approved within the limits established by the CAO in the Purchasing Authority Procedure.
- 3) Purchase is the lowest evaluated bid to the County and within budget.
- 4) Chief Administrative Officer approval of a purchase will be required when the chosen purchase is:
  - a) Not the lowest evaluated bid but within budget.
- 5) Council approval will be required when the chosen purchase is:
  - a) The lowest evaluated bid but exceeds budget
  - b) Not the lowest evaluated bid and exceeds budget.

**DEFINITIONS**

- 1) **"Within Budget"** means items that have been approved through the budget process.
- 2) **"Purchasing Authority"** means level of authorization to purchase as outlined in the corresponding procedure document.

**SCOPE**

This policy applies to all staff with authorization to purchase on behalf of Parkland County. The CAO shall be responsible for defining specific staff purchasing authority by procedure.

**RESPONSIBILITIES**

Purchasing Services is responsible for the development, implementation, monitoring and evaluating of this policy.

**MOVED TO PROCEDURES PT-002-P**

**Records Classification: 01135-01**