



### LOCAL PURCHASING

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Mandated by: Council

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Responsibility: Director, Finance

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#### POLICY

The City gives preference to local suppliers; however, price, availability and serviceability are the determining factors. Also taken into consideration in purchase decisions are freight, travel, and City employee time.

#### PROCEDURES

1. For the purchase of major equipment or machinery, tenders are called (lowest bid not always successful).
2. Purchase of services and lesser goods is completed by purchase order or as directed by Public Sector Accounting Board generally accepted audit standards.

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City Manager (Original Signed by CC - Interim)