



HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION

POLICY AND PROCEDURE HANDBOOK

ADMINISTRATION

POLICY: PURCHASING

Policy ADM 1.05

Highway 14 Regional Water is committed to purchasing services and goods in a fair and ethical manner to all vendors. This policy is established to ensure proper control is maintained when purchasing supplies or equipment to make the best business decision(s) for the benefit of Highway 14 Regional customers.

PURCHASING AUTHORITY

Department Heads will authorize any purchases made. It is the department head's responsibility to ensure that all expenditures authorized are within approved budgets. If the expenditure exceeds the budgeted amount authorization from the Commission Board is required.

DIRECTOR'S APPROVAL MOTION # **15-32**



CHAIRPERSON

June 17/15
DATE