



POLICY MANUAL

Legal References: 	Policy Department: Finance
Cross References: 	Policy Number: F7
Adoption Date: February 8, 1993 Revision Date: September 25, 2017	Policy Title: Purchasing <hr/> Review Date:

POLICY STATEMENT

Quotes are to be obtained locally on work or purchases whenever possible. All request for equipment are to be written to enable Council to be sure bids are all based on the same thing.