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**PROCUREMENT OF GOODS AND
SERVICES**

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Effective Date: 28 October 1997
Revised Date: 12 November 2014
Last Reviewed Date: 18 October 2017

POLICY

Goods and Services

1. Goods and services required by the Delta Police Department (“Department”) will be procured in accordance with the Purchasing Policy of the City of Delta.

Gifts and Donations

2. Goods and services received or offered in any manner other than through the designated procurement procedure will be reported to the Finance Manager.

REASON FOR POLICY

3. To establish a system of accountability for the procurement of goods and services and ensure that the appropriate authority is secured.
4. To ensure that donations and gifts are approved and recorded.

RELATED POLICY

City of Delta Purchasing Policy
AC11 – Conflict of Interest

PROCEDURES

5. Goods and services required by the Department will be procured in accordance with the Purchasing Policy of the City of Delta, which includes, but is not limited to, the following provisions:
 - a) general operational purchases over \$2,500 require a Purchase Order and may require competitive quotation; and

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Procurement of Goods and Services

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- b) contract awards exceeding \$50,000 will be forwarded to Council.
- 6. Donations and gifts of over \$500 will be reported to the Police Board.
- 7. For policy on the acceptance of gifts and gratuities to employees, refer to related Policy **AC11 – Conflict of Interest**.
- 8. Copies of the Purchasing Policy of the City of Delta are available from the Finance Manager.