



Town of Happy Valley-Goose Bay
Policy Statement

Index: Finance		Policy Number: F0015	
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Authority: 10th Council of the Town of Happy Valley-Goose Bay		Page 1 of 1	

TOPIC: PURCHASE ORDERS

Policy Statement:

1. All purchases must have a purchase order number.
2. As approved by Council February 28, 2012 all requests to purchase goods are to be approved by the Director of the particular department. If the Director is not on duty or out of town then the request for purchase shall be made to the Town Clerk for approval, or in the Town Clerk's absence, the Town Manager.
3. Once the purchase is approved by the Director (or alternate), the Confidential Secretary will provide the purchase order number. In the absence of the Confidential Secretary, the Accounts Clerk(s) will provide the purchase order number. All information as to vendor, items required, cost and appropriate codes must be provided.