

POLICY MANUAL

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| Legal References: | Policy Department:  Finance |
| Cross References: | Policy Number:  F7 |
| Adoption Date:  February 8, 1993  Revision Date:  September 25, 2017 | Policy Title:  Purchasing  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.