



POLICY MANUAL

Legal References: 	Policy Department: Finance
Cross References: All Departments	Policy Number: F3
Adoption Date: August 9, 1982 Revision Date: September 25, 2017	Policy Title: Club Purchases <hr/> Review Date

POLICY PURPOSE:

To keep clubs from ordering goods and charging them to the Town.

POLICY STATEMENT:

No purchases are to be charged to the Town of Wembley for any goods or services other than for Municipal Use. A purchase order is required prior to charges being made to the town.