

\$ Value of Purchase	NOTL		Pelham		Port Colborne		West Lincoln		Thorold	
	Approval Authority	Process	Approval Authority	Process	Approval Authority	Process	Approval Authority	Process	Approval Authority	Process
\$0-300	Department Head	Direct Purchase	Department Manager	Direct Purchase	Department Manager	Direct Purchase	Department Head	Direct Purchase	Department Head	Direct Purchase
\$300-1k	Department Head	Direct Purchase	Department Manager	Informal Quotes	Department Manager	Direct Purchase	Department Head	Direct Purchase	Department Head	Direct Purchase
\$1-2.5k	Department Head	Direct Purchase	Department Manager	Informal Quotes	Department Manager	Direct Purchase	Department Head	Direct Purchase	Department Head	Informal Quotes
\$2.5-5k	Department Head	Direct Purchase	Department Manager	Informal Quotes	Department Manager	Direct Purchase	Department Head	Direct Purchase	Department Head	Informal Quotes
\$5-10k	Department Head	Informal Quotes	Department Manager	Informal Quotes	Department Head	Informal Quotes	Department Head	Formal Quotes	Department Head	Informal Quotes
\$10-15k	CAO	Informal Quotes	CAO or Dept Heads	Formal Quotes	Department Head	Informal Quotes	Department Head	Formal Quotes	CAO or Department Head	Formal Quotes
\$15k-20k	CAO	Informal Quotes	CAO or Dept Heads	Formal Quotes	Department Head	Informal Quotes	Department Head	Formal Quotes	CAO or Department Head	Formal Quotes
\$20k-25k	CAO	Informal Quotes	CAO or Dept Heads	Formal Quotes	CAO	Formal Quotes	CAO	Tender and/or RFP	Council	Tender and/or RFP
\$25K-50K	CAO	Formal Quotes	Council	Tender and/or RFP	CAO	Formal Quotes	CAO	Tender and/or RFP	Council	Tender and/or RFP
\$50k-75K	Council	Tender and/or RFP	Council	Tender and/or RFP	CAO	Tender and/or RFP	CAO	Tender and/or RFP	Council	Tender and/or RFP
\$>75K	Council	Tender and/or RFP	Council	Tender and/or RFP	Council	Tender and/or RFP	Council	Tender and/or RFP	Council	Tender and/or RFP

**Notes:**

1. Direct Purchases made using approved receipt, credit card, purchase order, invoice; may receive exemption from the purchasing policy due to nature of good/service
2. Informal Quotes can be verbal, faxed, emailed, etc; Typically require 2-3 per purchase
3. Formal Quotes are written in a more structured form; Typically require a minimum of 3 per purchase
4. Tender's and RFP's are formal contracts that require competitive bidding