

Title:	4.15 Council Purchase Orders
Previous No:	
File No:	
Statutory Environment:	<i>Local Government Act 1995</i>
Minute No:	
Last Updated:	September 2015
Review Date:	September 2019

Objective:

The objective of this is to detail employees who are authorised to sign purchase orders.

Procedure:

The following Shire Staff are authorised to sign official Council Purchase Orders on behalf of the Council, in their areas of responsibility, within budget allocation and in accordance with Council's Purchasing Policy 2.11:

Chief Executive Officer
Finance Manager
Principal Works Supervisor