



**TOWNSHIP OF WOOLWICH
REFERENCE GUIDE TO METHODS OF PROCUREMENT**

METHOD OF PROCUREMENT		TYPE OF QUOTATION	SOURCE OF APPROVAL	PURCHASE DOCUMENTS	REPORTING STATUS
GOODS AND SERVICES					
Current	Proposed				
a. Under \$2,000	a. Under \$10,000	N/A	Department Head	Direct acquisition	N/A
b. \$2,000 - \$5,000	b. \$10,000 - \$20,000	N/A	Department Head	Purchase Requisition & Purchase Order	N/A
c. \$5,000 - \$10,000	c. \$20,000 - \$40,000	Two written quotations	Department Head	Purchase Requisition & Purchase Order	N/A
d. \$10,000 - \$40,000	d. \$40,000 - \$75,000	Three written quotations	Department Head	Purchase Requisition & Purchase Order	N/A
e. \$40,000 - \$75,000	e. \$75,000 - \$150,000	Three written quotations Formal Sealed Quotation	Department Head & Treasurer	Purchase Requisition & Purchase Order	N/A
f. Over \$75,000	f. Over \$150,000	Sealed Tender or Proposal	Council	Purchase Requisition & Purchase Order	Report to Council required for <i>approval</i>
CONSULTANTS					
a. Under \$10,000	a. \$10,000 - \$30,000	N/A	Department Head & Treasurer	Purchase Requisition & Purchase Order	N/A
b. \$10,000 - \$40,000	\$30,000 - \$75,000	Three written proposals	Senior Management	Purchase Requisition & Purchase Order	N/A
c. Over \$40,000	c. Over \$75,000	As determined by Committee	Committee	Purchase Requisition & Purchase Order	Report to Council required for <i>approval</i>

***Please Note:** Purchasing Agents shall inform Finance of any perceived or known involvement of any elected official of the Township in order to avoid conflict of interest