



P O L I C Y

Department Operations	Policy No. OP(20)	Page 1 of 1
Policy Title BRIDGE MATERIAL SALES	Date February 23, 2023	Resolution No. C/84/23

Policy Statement

Lacombe County supports the ongoing operation and maintenance of a bridge material inventory for resale to municipalities and industry. Except where a certified cheque or letter of credit is provided, no individual shall remove bridge material from the bridge material site without first obtaining credit approval. Purchase orders must also be provided.

Regulation

1. Application for Credit

For the purpose of applying for credit terms of purchase, an authorized officer of the business entity must complete and sign the "Application for Credit" form.

2. Approval Procedure

- a) Credit terms may be extended to a maximum of \$15,000 at the discretion of the Manager of Finance or the Supervisor of Accounting Services.
- b) Credit terms may be extended to a maximum of \$60,000 at the discretion of the County Manager or Director of Corporate Services.
- c) Prior to approval of the Application for Credit the following procedures must be followed:
 - i) A "Credit Application Approval Form" must be completed in its entirety.
 - ii) Three trade reference credit checks must be conducted by telephone or by fax using the "Trade Reference Form".
 - iii) A bank credit check must be conducted.
- d) Written notification to the purchaser shall be supplied in a timely manner, advising of the approval or decline of their application.

3. Credit Terms and Charges

- a) Credit terms shall be net 30 days.
- b) A service charge of 2% per month (24% per annum) shall be charged for any overdue balance.