



PURCHASING OF GOODS/SERVICES

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I. Purpose

To identify the rules and procedures that the organization will follow in order to ensure that the highest quality of goods and services are secured at the best price possible.

II. Policy

All purchases will be approved by the appropriate Director prior to purchase. For regular supplies purchases that do not exceed operational budget, the Director may delegate an individual in the department to request such purchases be made with a standing approval up to a specific amount per transaction. All purchases of supplies will be purchased by the Finance Department or Executive Assistant in order to ensure the best pricing has been obtained.

For purchases of goods or service that fall outside of day-to-day operations, the program Director may initiate or approve a purchase to be made by a delegated staff member after ensuring that the best pricing has been achieved.

The purchase of goods and services should fall within department budgets. In the case of emergency, the CEO may approve extraordinary expenses that fall outside of budget.

It is the responsibility of the person who signs a purchase order to verify that the information included in such purchase order is correct (i.e. the correct quantity has been received, the quality of the price of goods is as agreed, that all goods delivered are as promised). The signer must also ensure that the organization's copy of such paperwork is delivered to the Finance Department.

All service or equipment contracts must be reviewed by the Chief Executive Officer and Chief Operating Officer and signed by one of the two.

Vendors will be reviewed annually by appropriate department heads and organizational leadership to determine if vendor changes should be made. The criteria used to decide on vendors is as follows: Price, Quality of Goods/Services, Availability/Timeliness, Customer Service, Prior Performance (if applicable)

The receiving department is responsible for providing the Finance Department with information required for payment on purchases of goods/services. This includes providing contracts, coded invoices and any other paperwork necessary for the proper processing of payment. Any purchases made on company credit accounts, must follow the Credit Card Policy.



Scott Tash, CEO

3-15-24
Date