



Procurement Policy - Chinooks

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Procurement Policy - Chinooks

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Policy Overview

The Procurement Policy is designed to outline the practice the Chinooks follows to procure goods or services used in the delivery of operations or operating the Chinooks business.

The annual operating budget, as approved by the Board of Directors, outlines approved operational funds that support the ongoing program and operations of the Chinooks club. The Executive Director has authority to manage and spend according to the approved budget for ongoing operational outlays required, using budgeted funds approved according to approved budget expenditures.

Policy Details

Purchases on behalf of the Club should follow approved expenditure budgets and procurement practices. In addition, all expenditures should be made with Chinooks approved vendors. A list of approved vendors will be maintained by the Chinooks bookkeeper and will be reviewed by the Executive Director on an annual basis.

Chinooks FC enters into contracts only with registered companies or societies, registered partnerships and individuals.

Contracts must be consistent with the mission of Chinooks FC and within the approved budget.

All contracts over \$1,000 require a minimum of four quotes. The lowest possible quote will not necessarily be taken; however, reasons for accepting a higher quote must be documented and kept on file.

Any Board member bidding on a contract must withdraw from both discussion and voting on the contract.

The Finance Committee reviews all contracts for content and format.

SIGNING AUTHORITY

All written agreements and significant financial transactions entered into in the name of Chinooks FC will be signed by any two of the President, VP Operations, VP Admin or Treasurer.



CHINOOKS FC

The Board of Directors may authorize other persons to enter limited agreements and contracts on behalf of Chinooks FC with prior approval.

Approved Vendors

The Chinooks works with a number of approved vendors for procurement of goods and services. The approved vendors are maintained by the bookkeeper and reviewed annually by the Executive Director. All staff and Board members should refer to the Chinooks approved vendor list first before utilizing a new supplier.

Expense Claims

For Executive Committee and Board Members, expense claims are allowed for postage, telephone, and other pre-approved expenses (e.g., stationary, supplies, duplicating).

- a) long distance calls made by Board Members shall be charged to their home or business phone and a bill submitted for reimbursement on Claim Forms.
- b) Claims require original receipts.

Typically, purchases made by the Board of Directors are minor expenses in nature and fall within Board purview in terms of budget approval as well. Most Board financial outlays are expensed, with approval by the Board Executive members or the Executive Director.

Use of Corporate Card

- a) Chinooks FC is the holder of a credit card.
- b) The credit card remains in the possession of the bookkeeper

Cash Advances

- a) When required, management staff may be provided cash advances for travel expenses.
- b) Board Members shall also receive cash advances for Board business where required.
- c) All advances are subject to prior approval of eligible expenses.

Payment of Expenses by Chinooks FC.

- a) Expense Claim Forms must be sent to Chinooks FC within 10 days of event with all receipts.
- b) Expense Claim Form to be signed by applicant and approved by the Executive Director or Board executive.

Petty Cash

- a) The Director of Operations will be advanced and accountable for a petty cash fund of \$100.00. Cash and receipts for disbursements must balance at all times.



Extraordinary Expenses, Unplanned Expenditures and Expenditures exceeding \$2,000

Expenditures over two thousand dollars (\$2000) will be decided by the Board Directors through an approved motion at a Board Members Meeting.

Ideally, any expenditures exceeding \$2,000 would require a formal quote and/or request for proposal process and sent to at least four (4) vendors for response. The Quotes/RFP must contain a summary/background, project description, scope of services, proposal guidelines, evaluation criteria and submission guidelines.

For expenditures that are extraordinary, exceed approved budgetary uses, or exceed \$2,000 on any given expense, the Executive Director will bring the proposed expenditure to the Board of Directors for approval.