

Purchasing Procedures

Procedures for regular purchasing:

- ❑ Regular purchases which are included in an approved budget may be made by the staff members in charge of that portfolio; e.g. Coaching, Competition, EFP, Office Assistant, or Bookstore. If the staff member is unsure whether the purchase is an approved budgeted item it is referred to the bookkeeper and if necessary the Executive Director.
- ❑ The person doing the purchasing or arrangements are responsible for coordinating an acceptable payment method with the vendor.
- ❑ If prepayment is required a credit card may be used, or a cheque requisition form is fill out, and payment will be issued on the next scheduled cheque run. Proper backup must be given to the bookkeeper for reconciliation.
- ❑ If paying on account when the good or service received satisfactory manner, the invoice is approved, and forwarded to the bookkeeper for payment.
- ❑ Many regular monthly, or quarterly purchases are given directly to the bookkeeper for payment.

Procedures non-budgeted purchasing:

- ❑ Purchases for items or services that are not included in an approved budget require Board of Directors approval.