# Purchasing Policy

## Scope

This policy applies to:

- The purchase of goods and services
- Approval of such purchases
- Receipt and acceptance of materials, supplies, and services

It covers **all purchase commitments**, including those made under contractual arrangements.

## Policy

All purchasing requirements of all goods and services will be determined by the Chief Executive Office (CEO) and approved in accordance with this policy.

All purchases must:

- Be supported by appropriate authorization
- Follow the signatory requirements outlined in section 5.1 of the Row Ontario Governance Manual.

The CEO shall ensure appropriate internal controls are in place maintain accuracy regarding:

- Verification of quality and quantity of goods and services
  - Accurate recording the receipts
  - Recording of transaction in the correct fiscal period

Annual spends of $10,000 or greater with a single supplier requires a tender process.

The outcome of the tender must be approved by the CEO.

Exceptions may be made if otherwise approved by the Board of Directors

The CEO may not enter a finance contract exceeding three (3) years without Board approval.

The CEO is authorized to approve one contract renewal before a new tender process is required.

*Board approved last: August 19, 2026*
*To be reviewed by: July 2029*

## Operational Procedures

### Purchase Authorization

- For all non-routine purchases, a written quote must be obtained
- Written authorization must be secured before placing orders
- All purchase requests must be submitted through the CEO, who will obtain required approvals

### Receipt and Verification

- Goods and services must be verified within **3 business days** of receipt
- Verification includes:
    - Quantity
    - Product/service type
    - Quality
- Verification must be done against:
    - Purchase orders
    - Contracts

### Discrepancy Resolution

- Any discrepancies must be:
    - Identified
    - Investigated
    - Resolved
- Resolution timeline: within 24 hours of review

### Invoice Processing

Once the order is confirmed complete:

1. The responsible manager signs off on the invoice
2. The invoice is submitted to the Department Manager for coding
3. The invoice is forwarded to the CEO for final approval and payment

### Record Retention

- All original purchase orders and supplier contracts must be maintained by the Row Ontario office

### Corporate Credit Cards

- The CEO may authorize corporate credit cards with a maximum limit of $10,000 for the purchase of goods and services

*Last reviewed: June 25, 2026*