
Scope

This policy applies to the purchase of goods and services, the approval of such purchases, and the receipt and acceptance of materials, supplies, and services. This policy covers all purchase commitments.

Policy

- PP1.0 Purchasing requirements of all goods and services will be determined by the Executive Director. Approvals will be required in accordance with PP2.0.
- PP2.0 All purchases (including those made under contractual arrangements) shall be made with the appropriate signatory approval as indicated in section 5.1.3 of the ROWONTARIO governance manual.
- PP3.0 The Executive Director shall ensure appropriate internal controls are utilized to assure and maintain accuracy of:
- a. the quality and quantity of the goods received, and
 - b. reporting and recording the receipts of goods and services to-
 - accurately and properly make payment and
 - ensure that the transaction is recorded in the proper fiscal period
- PP4.0 Annual spends of \$10,000 or greater from one supplier will be subject to a tender process and the recommendation of tender process approved by the Executive Director unless determined otherwise by the Board of Directors.
- PP5.0 Unless otherwise approved by the Board of Directors, the Executive Director may not enter into a finance contract with a vendor/supplier for more than 3-years. The Executive Director has the authority to authorize one renewal of a vendor/supplier contract before having to go through another tender process.

*Board approved last: October 14, 2018
Review date: October 14, 2018*

Operational Procedures

- 1.0 A written quote must be obtained, and written authorization received before orders are to be placed. All purchases requests are to come through the Executive Director and it will be the ED that seeks the necessary approvals.
- 2.0 Goods and services received should be verified for accuracy (i.e. proper quantity and type of product or service) and quality through comparison of receiving documentation to approved purchase orders or contracts where applicable within 3 business days of receiving goods.
- 3.0 Discrepancies between receiving documentation and the purchase order or contract should be identified, investigated, and resolved within 24 hours of reviewing received order.
- 4.0 Once order is deemed to be received in full, the manager responsible for the order is to sign off on the invoice and submit to the Department Manager for coding and then to the Executive Director for approval and payment.
- 5.0 All original purchase or supplier contracts are to be maintained by the ROWONTARIO office

Last reviewed: June 12, 2018