



Policy F001 Authorization to Purchase

Policy:	F001 – Authorization to purchase
Effective Date:	September 9, 2010
Approved by:	Board

PURPOSE

To ensure authorized staff are purchasing on behalf of the Board.

POLICY

Only authorized staff may purchase or commit to the procurement of goods and services.

GUIDELINES

1. All purchasing activities must be approved through the budgetary process or by Board resolution.
2. Only designated positions, as per this policy, will be authorized to conduct purchasing activities on behalf of the Board.
3. In consideration of sound budgetary and purchasing practices, the Board approves purchasing authorization levels.
4. The Office Manager is authorized to purchase up to and including \$5,000 for operational items that are included in the current budget.
5. The Chief Executive Officer is authorized to purchase all operational and capital items which are included in the current budget.

Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
February 11, 2016	Approved	Approved by the Board
October 31, 2017	Amend	Non-substantive changes to ensure compliance with the new MGA, Regulation, Growth Plan, and approved Board Governance Structure