

PEOPLE'S PLACE

Purchasing Policy

Approved By: Board of Directors
Review/Revision Date: 05/01/2010

I. PURPOSE

To ensure that People's Place funds are expended in accordance with established standards and in a fiscally prudent manner.

II. POLICY STATEMENT

All purchases made with agency funds will meet criteria established by the funding source from whose funds the purchase is made; be within the budgetary limits approved by the Board of Directors and be approved according to the authorities established in the standards of this policy.

III. APPLICATION

This policy applies to all People's Place staff.

IV. DEFINITIONS

- A. Regular operating expense – items such as salaries, taxes, benefits, utility bills and other occupancy costs that occur on a regular schedule and/or at a set rate and are included in a program's budget at the beginning of the budget cycle.
- B. Purchase – buying an item or items, or services.
- C. Agency approved vendor – a vendor with whom the agency has established an account or group purchasing program.

V. STANDARDS

- A. Regular operating expenses are considered to be approved when a budget is established. Operating expenses will be reviewed monthly and addressed by senior management.
- B. Any purchase made with restricted or temporarily restricted funds will be made in accordance with the written instructions of the donor or funding source.
- C. Any purchase of a single item or service more than twenty-five thousand dollars (\$25,000.00) will require the prior approval of the Board of Directors.
- D. Any purchase of five thousand dollars (\$5,000) or more will require bids from at least two vendors unless waived by the Executive Team.
- E. Purchases of more than five hundred dollars (\$500.00) per item requires prior approval on purchase request form.
- F. All purchases minimally require approval of the Program Director or designee and must be documented on a payment voucher with attached receipts.
- G. Whenever possible, purchases will be made from vendors who have established credit arrangements with the agency.

H. Prior approval is required for reimbursement of individual staff purchases. Petty cash purchases require the same approvals that apply to any purchase.

I. In the event of a lost receipt the lost receipt portion of the payment voucher must be completed.

VI. PROCEDURES

A. Purchases in Excess of \$500

<i>Individual Responsible</i>	<i>Action</i>
Staff member requesting purchase (in excess of \$500)	<ol style="list-style-type: none">1. Determines item(s) needed.2. Researches prices and value from available vendors.3. Submits Purchase Request to Program Director for approval.
Program Director	<ol style="list-style-type: none">1. Determines availability of funds for purchase.2. Reviews Purchase Request, including appropriate line item and funding source codes and submits to the Associate Director for approval.
Associate Director	<ol style="list-style-type: none">1. Approves or Disapproves purchase request.
Program Director	<ol style="list-style-type: none">1. Initiates purchase through appropriate process within the program.
Staff member making purchase	<ol style="list-style-type: none">1. Makes purchase as described in purchase request.2. Assures receipt of merchandise/service.3. Attaches receipt or invoice to the purchase request.4. Submits purchase request to Program Director.
Program Director	<ol style="list-style-type: none">1. Approves purchase request.2. Forwards to Finance for payment.
Director of Finance	<ol style="list-style-type: none">1. Reviews for vendor status and budget compliance.2. If in compliance, signs and forwards to Associate Director.3. If not in compliance, contacts Program Director and reconciles discrepancies, then forwards to Associate Director.

B. Request for Bids

<i>Individual Responsible</i>	<i>Action</i>
Staff member requesting purchase	<ol style="list-style-type: none">1. Determines item(s) needed2. Submits Purchase Request to Program Director for approval.
Program Director	<ol style="list-style-type: none">1. Reviews request for need and availability of funds.2. Recommends vendors if appropriate3. Forwards Purchase Request to Executive Director to obtain bids.
Executive Director or designee	<ol style="list-style-type: none">1. Identifies a minimum of two vendors for bid request.2. Reviews responses to bid requests.3. Discusses bids with Program Director.4. Makes purchase or orders work.

VII. ATTACHMENTS

- A. Purchase Request Form
- B. Payment Voucher Form