



Purchasing Supplies and Services

Policy

Whenever possible, and if prices are reasonably competitive, the System will purchase supplies and services from vendors in the communities within the Chinook Arch region.

Multiple quotes will be requested for purchasing goods and services valued at more than \$5,000 unless a sole source has been identified as the only source available to meet all the requirements for the purchase.

Numbered Purchase Orders will normally be used for purchasing all goods and services, with the exception of those purchases made from Petty Cash.

The Board authorizes the CEO to approve unbudgeted expenditures of up to \$50,000 under exceptional circumstances. The CEO shall report to the Executive Committee and the Board at the next regular meeting when unbudgeted expenditures occur.

The Board authorizes the Executive Committee to approve unbudgeted expenditures up to \$50,000. Unbudgeted expenditures in excess of \$50,000 require Board approval. The Executive Committee shall report to the board at the next regular meeting when unbudgeted expenditures occur.

Last Reviewed:	6 August 2015
Last Revised:	6 August 2015