**Purchasing Policy**

**Original Policy Approval Date:** 4/20/2001

**Board of Directors Revision Dates:** 5/6/2010, 1/18/2013, 2/17/2017, 2/15/2019

**Summary:** Guideline for authorization of funds.

**Policy:**

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|  | Assets/Contract Services | Operating Supplies |
| Statewide President, Treasurer, Executive Director, Business Manager | Up to $ 10,000 | Up to $5,000 |
|  Board of Directors' Finance Workgroup | Up to $20,000 | From $5,000 and up |
|  Statewide Committees | No authority | Up to $5,000, within committee budget |

1. Three bids will be obtained when possible for purchases exceeding $10,000.00 for a year of services, equipment or supplies: The Board of Directors' Finance Workgroup will recommend a bid to the Board of Directors for approval. For reoccurring expenditures over $10,000 (i.e. printing, office supplies, service contracts etc.) contracts will be reviewed every third (3rd) year or as directed by the Board of Directors' Finance Workgroup.
2. Purchases in excess of the limits above require Board of Directors’ approval.
3. All contracts must be signed by the Executive Director or Business Manager.
4. In cases of emergency:

The Executive Committee is authorized to spend up to $25,000 for emergency situations as defined. All such expenditures will be reflected on a MAPE income/expense statement. This statement will be presented to the next scheduled meeting of the Board of Directors' Finance Workgroup and the Board of Directors for review. The Board of Directors must be convened to authorize emergency moneys over the initial $25,000. The same procedures for accounting will be followed.

For the purposes of this policy, emergency situations include, but are not limited to, the following:

* Maintenance of essential daily operations.
* Commitment, renting, or replacing temporary locations that are necessary due to fire, storm, floods, electrical and utility disasters, or other unforeseen circumstances that prevent normal MAPE activities.