

LANARK COUNTY COMMUNITY JUSTICE PROGRAM	POLICIES & PROCEDURES
SECTION: Financial	DATE: September 17, 2015
SUBJECT: Spending Limits and Purchasing Policy	HISTORY: Original Policy: May 13, 2008 Revision: March 20, 2014
<p>Policy:</p> <ol style="list-style-type: none"> 1. Spending Limits <ol style="list-style-type: none"> a. The Executive Director is authorized to make purchases that fall within the LCCJP budget subject to the procedures and limits contained in this policy. b. Purchases that do not relate to budget expenditure lines will be submitted to the Board of Directors for approval. 2. Purchasing: <ol style="list-style-type: none"> a. Purchases will consider the most economical option, while prioritizing the use of local suppliers, if possible. b. A paper record of all purchasing transactions will be maintained. c. The Executive Director will be issued a corporate credit card for purchasing use. 3. Competitive process for larger contracts <p>For contracts over \$1,000, LCCJP will undertake a competitive process to find the best supplier, considering price, quality and other relevant factors. Documentation will be maintained of the competitive bid process. The purchase recommendation and rationale will be reviewed by the Board prior to purchase.</p> <p style="text-align: right;"><i>Continued on page 2</i></p>	

Procedure

1. Spending Limits

- a. The Executive Director may make, or authorize others to make, purchases of up to \$1,000 that fall within budgeted expenditures.
- b. Proposed purchases which do not conform to the budget will be processed as follows: the Treasurer (or designate) and the Executive Director will propose the new expenditure to the Board of Directors for approval.

2. Purchasing:

- a. Documentation (e.g. invoice, receipt, credit card voucher) will accompany all purchases and expense claims.
- b. Where a direct billing supplier is not available and personal resources are required to make a purchase, the purchaser will annotate the receipt at the time of purchase and attach the receipt to the expense reimbursement form.
- c. If a receipt is not available, reimbursement may be provided on a case-by-case basis. The Executive Director will present a list of any reimbursements made without receipts that total over \$50 (other than for mileage) to the Finance Committee for their information.

3. Competitive process for larger contracts

- a. For contracts over \$1,000, the Executive Director will seek written quotes from three potential contractors and/or provide rationale for why that cannot happen. The decision/recommendation will be based on the full proposal factoring in the degree to which it meets our needs, value for money, and price.
- b. **Eligibility to bid for services**
Anyone is able to bid on LCCJP contracts except a current board member. In accordance with the LCCJP By-Law, in order for former Board Members to enter into a contract with the Program, a minimum of two years must have passed since they were a director. Care will be taken that the LCCJP Conflict of Interest policy is followed.