

Purchasing Policy

Effective Date: November 13, 2008

Cancels: July 26, 2005

Dated: November 13, 2008

Signed: Brent Barr

Position: President

Policy

Purchasing of any and all items with a total cost of more than \$500 is to be governed by this policy.

Procedure

Whenever practicable, a minimum of two (2) quotations (in writing) shall be sought before a decision to purchase is made.

Rival bids shall be kept confidential and not disclosed to other potential suppliers.

In selecting the winning bid, consideration will be given to such factors as:

- Price
- Delivery (historical and promised)
- Quality
- Involvement in the local community
- Child Labour policy
- Terms and conditions offered.

Executive Board approval shall be obtained for any items that will exceed budget allowance by 2%. This approval shall be obtained prior to ordering.

Orders will be confirmed with a written Purchase Order for all items in excess of \$250.00.

The Purchase Order is to be signed by the Executive Director, and either the Club President or the Treasurer.

The club is not obligated to pay for goods and materials supplied without a properly processed Purchase Order.

Before hazardous materials are supplied, the potential supplier must furnish a Material Safety Data Sheet (MSDS). The Executive Director must review this MSDS to ensure that the club has the ability to handle the material in a safe manner. A copy of this MSDS must accompany all deliveries, and must be furnished to any club member or other person required to handle the material.

Standard terms will be net 30 days, delivered to the Guelph Soccer clubhouse, unless otherwise negotiated.

Invoices must reference the club's Purchase Order, and be approved by the Executive Director before payment can be made.

All potential suppliers should be aware of this policy before quoting.