



<u>Title:</u> Purchasing	<u>Date Issued:</u> January 22, 2018	<u>Policy #:</u> OP7.0
<u>Issued By:</u> Operations	<u>Supersedes:</u> October 27, 2015	<u>Page 1 of 2</u>

I. POLICY STATEMENT

Bethesda will establish and maintain internal control over the acquisition of goods and services. All practices for purchasing goods and services are in accordance with Generally Accepted Accounting and Purchasing Practices, Ministry guidelines, and sound financial practices.

II. PROCEDURE

General Purchasing under \$750

- Any Bethesda staff can request to purchase goods or services through their respective manager.

Managers may approve any expenditure up to \$750. Staff may simply email the manager the request to purchase. Once approved, fill out a General Purchase Requisition (GPR) and send this with the invoice/bill and approval email to Finance.

- If the request to purchase goods or services is over \$750, managers are required to complete a request via the purchasing system.
- Signed approval, by a person in a position that is a minimum of one level above the requesting/approving position, is required. Approval limits apply. The requestor is to put in the anticipated cost of the item or service. If the purchase request is approved up to \$1500, the purchase can be made by the requestor.
- If the purchase request is in excess of \$1500, it is then sent to the Purchasing Supervisor for quotes and sourcing.
- Once the purchase is made, the receipt and the printed approval form is sent to Finance. If the purchase exceeds the approved amount, an amendment to the original purchase must be completed and approved following the same process and all documents sent to Finance.

Purchase/ Signing Limits

- Managers - \$750
- Facility Manager, Senior Manager of Technology, Managers of Children's Services and Manager of Residential Services - \$1500
- Directors - \$3000
- Chiefs - \$5000
- CEO - \$10,000
- Any purchase or cost in excess of \$10,000 must be signed and approved by the Board.
- The Chief Operating Officer and Chief Administrative Officer may temporarily approve an increase in approval limits for a specific position based on operational needs.



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CONTACT FOR INTERPRETATION
Immediate Manager/ Program Director