

	Title	Purchasing Policy
	Policy #	Financial - 6.2
	Draft Date	December 1, 2019
	Approved Date	March 31, 2020
	Revised Date	August 18, 2020
	Revised Date	June 24, 2021
	Owned By	Executive Committee

1.0 OVERVIEW

This policy provides a consistent framework of authority for AMHA Executive to approve expenditures within their limits and to request a quote for goods and services in an effective and efficient manner, diligently carrying out their fiduciary responsibilities of the Association, when required for larger purchases.

2.0 PURCHASING

2.1 In all cases, an attempt should be made to achieve the lowest price for an acceptable product given time and availability constraints. Local preference may be taken into consideration when choosing a winner; therefore, the lowest bid is not necessarily the bid that will be chosen in all cases. Where practical, every effort will be made to acquire goods/services in the following order:

- In-kind contributions (goods, services, or a combination of the two)
- Rent or lease
- Purchase

2.2 Purchasing decisions shall recognize the following:

- The contribution of the local business community to the Association's success;
- The contribution of the Alberta business community to the Association's success;
- The contribution and/or contractual agreements with the Association's sponsors and suppliers;
- The need for competitive bidding among potential suppliers; and
- Budget constraints.

2.3 Requests for Quote (RFQ) should be issued for all expenditures exceeding \$20,000. RFQs must be done in compliance, specifically with regards to clause 2.1, ensuring that all avenues for Gifts in Kind have been exhausted.

- 2.4 All RFQs must be approved by the Executive Committee.
- 2.5 RFQs must contain the following information:
- a) Society Legal Name (in full): Airdrie Minor Hockey Association.
 - b) Specific details of what goods and/or services are required:
 - Specific terms and conditions of the goods and/or services required.
 - Statement that the lowest quote will not necessarily be accepted.
 - Expiry date, time and location for receipt of quote.
 - Statement that the quote is revocable.
 - State that the information provided in the request is believed to be accurate at the time of issue.
 - Statement that each quote indicates how the proposal will be evaluated.
- 2.6 When possible, RFQs should include a minimum of one (1) local vendor.
- 2.7 All quotes will be issued in the same manner; advertising will be placed on the AMHA website notifying potential bidders of the RFQ.
- 2.8 After the RFQ is issued, the Executive Committee may choose to invite anyone to pick up a package at the office. The RFQ must NOT be released in advance of being available to the public.
- 2.9 The evaluation of the quote will be completed by the Review Committee. This should include the Executive Committee, Employees and Director and/or Coordinator overseeing the RFQ.
- Note:** If during this process, less than three (3) quotes are submitted, the Director/Coordinator must seek quotes from other vendors whenever possible.
- 2.10 A sample RFQ form can be found under Financial Forms on our website Form 6.2a – Request for Quote.

3.0 POLICY

- 3.1 No purchases will be authorized unless approved within the budget established for that particular good or service. From time to time, the Executive Committee may approve additional budget amounts or take other action to address the Association's budget.
- 3.2 Each Director is responsible to monitor and report any expenditures and gifts-in-kind required to support their stream.
- 3.3 Directors may authorize expenditures, up to and including \$100, providing the item falls within the approved budget. Please note all contracts and commitments must be reviewed and approved by the Executive Committee.

- 3.5 The Executive Committee is responsible for approving expenditures over \$100.
- 3.6 Banking withdrawals or cheques require two signatures, from any of the Executive Committee listed below:

President
Vice President 1 - Admin

or one signature from the Executive Committee listed above and 1 signature from Cindy Kunitz, the AMHA Staff, with the exception of payroll and expense reimbursement.