



# FORT SASKATCHEWAN RINGETTE ASSOCIATION

## TITLE: PURCHASING EQUIPMENT AND SUPPLIES

**POLICY #: 7200**

Created: June 25, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
------------------------	---------------------------------	-----------------------------

Ver no.	Effective Date	Significant Changes

### 1.0 Purpose

To outline the rules that the Fort Saskatchewan Ringette Association (FSRA) follows regarding the purchasing of equipment.

### 2.0 Scope

This policy applies to the FSRA Equipment Manager in purchasing equipment or services necessary for the day-to-day running of the FSRA. Other members of the Executive Board may make purchases on the Equipment Manager's behalf, with their permission.

### 3.0 Terms

No terms to define

### 4.0 Policy

- 4.1 Purchases of normal operating supplies and services may be procured by the FSRA Equipment Manager as needed.
- 4.2 All purchases must be covered by a completed invoice or receipt and given to FSMSA.
- 4.3 All purchases over the yearly approved budget must be approved by a vote at an Executive Meeting.