



Winnipeg Phoenix Football Club

POLICIES AND PROCEDURES

PURCHASING POLICY

POLICY STATEMENT

The Board is charged with the responsibility to ensure the proper expenditure of Club funds and to achieve the best possible costs in relation to such expenditures. All Officers shall adhere to Purchasing Policy Rules & Guidelines. Any Officer found to be in violation of such Guidelines shall be subject to suspension or removal by vote of the Board.

Rules & Guidelines

Authority to Purchase

Authority to Purchase shall be through established budget or by vote of the Board following outlined procedures and policies.

Budgets

The following have established budgets and are authorized to make purchases as specified by their budget within the strict confines of their budget following outlined procedures and policies:

- a) Equipment committee
- b) Facilities Chairman
- c) Tournament Director
- d) General Manager
- e) Technical Director

Major Purchases

All major purchases shall be authorized by vote (majority) of the Board. In addition, the following restrictions apply:

- a) Items valued less than \$5,000 must be supported by two verbal quotations.
- b) Items valued between \$5,000 and \$15,000 must be supported by three written quotations.
- c) Items valued greater than \$15,000 must be supported by tender.



Winnipeg Phoenix Football Club

POLICIES AND PROCEDURES

Exceptions to the above restrictions shall be the purchase of field time through the City of Winnipeg, the Winnipeg Soccer Federation or other such field providers, but such field requirements shall be approved in the budget.

Public Tender / Request for Proposal:

Preparation of the "Notice to Tender / Request for Proposal" is the responsibility of the Director under whose budget the purchase will be made. Notice to tender shall be complete and detailed and must contain a deadline date for submission of bids.

Notices to Tender will be approved by the Board prior to publication and shall be placed in a minimum of two consecutive issues of both local newspapers.

Don't assume the supplier knows what you are thinking. Experience has shown that the supplier's bid will be on exactly what is asked for in the Tender. If you forget to ask for anything, it will cost extra later.

Awarding of Contract

Contracts will be awarded by majority vote of the Board. Factors to consider when awarding a contract should include, but are not limited to:

- a) Quality of presentation
- b) Total cost (including all levies and taxes)
- c) Reputation of supplier
- d) Guaranteed delivery date
- e) Cost of replacement and/or extra items
- f) Location (if a local supplier is within 5% of an out of town bid, preference should be given to the local bid, all else being equal).
- g) Sponsorship

Purchasing Authority

Authority to purchase items under the contract is restricted to those items specified in the Tender and is also restricted to the member responsible for the contract.

Changes and Amendments

Changes to, or authority to exceed the terms of the contract after it has been let, requires approval of the Board at a regular meeting.



Winnipeg Phoenix Football Club

POLICIES AND PROCEDURES

Limitations

Board Members are prohibited from submitting quotes verbally or by tender.

Expenses

All officers are authorized to make purchases in an amount not to exceed \$150 for miscellaneous items required for the operations of their respectable program, not covered by budget. Purchases in excess of that amount require approval of the Executive Committee at a regular meeting. All such expenses require documented receipts be submitted

APPROVED BY:

PHOENIX SOCCER Inc. Board

DATE OF APPROVAL

AUGUST 7, 2023