

Winsloe Charlottetown Royals FC (the “Club”)

Purchasing and Procurement Policy

Purpose

The purpose of this policy is to establish who may make purchases on behalf of the club and set procedures that must be followed to ensure the proper expenditure of Club funds in the circumstances. The Club’s objective is to purchase the necessary supplies, club wear and equipment in a manner that is in the best interests of the Club. Preferred vendors are approved by the Club's Board of Directors. When supplies, club wear and equipment are required for the Club, key considerations in the selection of vendors and items include competitive comparisons, supporting local preferred vendors, quality, cost, pickup/delivery cost and timeliness, vendor reputation, replacement availability, sponsorship, and process integrity.

Authorization of Expenditures

All expenditures should be consistent with the Club’s approved budget, unless approved in advance by the Board of Directors.

Expenditures less than \$500 may be left to the discretion of the Executive Director who shall maintain receipts and provide same to the Treasurer no less than quarterly.

Expenditures exceeding \$500 but less than \$2500 require a purchase order and the pre-approval of the President, Treasurer and Equipment Director.

Expenditures exceeding \$2500 require a purchase order, the pre-approval of the Board of Directors and must follow the procurement process below.

Procurement

For any and all expenditures exceeding \$2500 a minimum of three quotes must be obtained by the Equipment Director who shall provide a summary of all quotes received and a recommendation to the Board of Directors for its review and selection of the successful vendor. The Board of Directors is under no obligation to accept the quote from the lowest bidder and shall consider the quotes in accordance with the best interests of the Club and the above described considerations in the selection of vendors. In the event that the vendor with the lowest quote is not selected, meeting minutes should include sufficient detail to explain why. Staff or Board Members with a personal connection to a vendor who has provided a quote must recuse themselves from the discussion and vote of the Board of Directors.

Exemptions

The following expenditures are exempt from this policy:

- field rental
- SoccerPEI dues
- league fees
- referee fees

- salaries

Cheque Signing

All cheques drawn on the account of the Club must be signed by two members of the Board of Directors who have signing authority or one member of the Board of Directors who has signing authority and the Executive Director, but at no time shall a cheque be signed by anyone with a personal financial interest in the payee of the cheque to be drawn on the account of the Club.

Effective May 29, 2021