



Western Counties Baseball Association Policies

Purchasing Policy

This policy is intended to document the organization's practice regarding the purchasing of equipment, materials and/or services required for the operation of the association. This policy covers purchases made by any member of the Executive on behalf of the organization.

This policy applies to any vendor we purchase goods and/or services from.

1. Exclusions:

This policy is not intended to cover / include the following type of purchases;

- a) Purchases with cumulative value less than \$500 that can be expensed through the expense report process.

2. Inclusions:

This policy is intended to cover the following type of purchases:

- a) All purchases exceeding \$500, regardless of vendor.
- b) All unbudgeted expenditures
- c) Any purchase that requires the authorization of the Executive, including any purchase that will legally bind the organization.

3. Process:

The following describes the purchasing process to be followed:

- a) The purchaser obtains a quote from the vendor.
- b) The purchaser forwards the quote to the Treasurer.
- c) The Treasurer forwards the request to the Executive for approval.
- d) Purchaser makes purchase and supplies the invoice to the Treasurer.
- e) The Treasurer will pay the invoice upon confirmation that the goods or services have been received.
- f) If the purchaser has paid for the approved purchase personally an expense report will be filed to obtain reimbursement.



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4. Document History:

Revision Date	Updated by	Board Approval Date	Revision History
20-Apr-2023	Ebert	23-Sep-2023	Initial version