



# COLE HARBOUR MINOR BASEBALL ASSOCIATION

## Purchasing Policy

(Adopted February 8, 2007)

In an attempt to streamline the cost effectiveness of the Association, CHMBA has developed the following guidelines for dealing with purchases made by the Association.

- 1) All purchases in excess of \$250.00 must have a purchase order prior to ordering.
- 2) Major purchases in excess of \$250.00 require a minimum of two (2) quotations.
- 3) All major purchases above \$250.00 are to be paid by CHMBA cheque only.
- 4) All purchases require a completed cheque requisition and a copy of the sales slip or the quotation as applicable.
- 5) All requests for purchase orders and cheques will be processed within 2 days maximum.
- 6) Only members of the CHMBA executive are permitted to purchase on behalf of the Association.
- 7) All purchases must have the approval of the Treasurer or in his absence, the President.
- 8) CHMBA will attempt to set up supplier accounts, with preferred suppliers and payment terms of 10 working days maximum.