

Board of Directors Policy Manual

Policy Statement
Policy No.: 8.01

APPROVAL: 10/08

PURCHASING

I. PURPOSE

Define the general rules regarding purchasing.

II. RESPONSIBILITY

The Finance Committee is responsible for implementation of this Policy.

III. PURCHASES LESS THAN \$1,500

Purchase of items costing less than \$1,500 is the responsibility of each Division Director or Manager (with the approval of his/her Division Director) within the parameters of the assigned budget. Authorized signatures shall include Deputy Division Directors, Division Directors, Deputy Commanders, Commander, President, Vice-President, and Treasurer. Two authorized signatures are required on the Requisition Request Form if the amount is over \$1,000.

IV. PURCHASES OF \$1,500 OR MORE

A. Purchase of items costing \$1,500 or more requires a Capital Expenditure Request Form to include at least two (2) bids and shall be submitted to the Finance Committee. The Finance Committee shall review the request and present their recommendation to the Board of Directors.

B. Evaluation of bids shall consider all aspects including but not limited to cost, dealer and dealer location, service availability and quality of product and service. Green Valley firms shall be given preference when practical. The

Board of Directors Policy Manual

requesting Division Director shall participate in the evaluation of bids.

V. VEHICLE PURCHASES

Patrol vehicles will be kept in service for 100,000 miles or 10 years. The only exception would be body damage or mechanical repairs costing more than the value of the vehicle and will be referred to the Finance Committee for review and presentation the Board of Directors.