

Harrison Soccer Club Purchasing Policy

January 30, 2020

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 maximize the value we receive from purchases.
- This policy is also intended to prevent fraud by requiring at least two separate board members to be involved with each purchase.

Authorized Agents:

- Purchases of \$600 or less
For purchases under \$600, the executive board is authorized to make purchases with a majority of the executive board approving the purchase. The board secretary shall be responsible for keeping record of the electronic executive board vote. The purchase will be communicated in the treasurer's report at the next general board meeting.
- Purchases over \$600
 - Any purchase over \$600 requires prior simple majority board approval, and must be preceded by competitive quotes, if possible a minimum of three quotes shall be provided. The quotes must be presented to the board in writing.
 - Repeat purchases that are individually under \$600, but in total are expected to exceed \$600 must receive written quotations.
 - The board is under no obligation to accept the lowest bidder, but in the meeting minutes should include sufficient detail to explain why a low bidder was not used (poor service on previous orders, etc.)
 - A board approved vendor with standard agreed upon pricing may be used without obtaining multiple written quotations.

Exceptions:

The following are expenditures are exempt from this policy:

- League fees
- Referee fees
- NJYS and US Club fees
- Trainer fees
- Concession stand supplies
- Replacement nets and clips for current goals

Payments / Reimbursements:

- For purchases under \$600, the authorized agent should direct the Treasurer, in writing, to make payment, or reimbursement. The Treasurer should note in the Treasurer report who directed the payment and for what purpose. Payment is not be made without a receipt, and the treasurer is to maintain these receipts for a period of three years.
- For purchases over \$600, the treasurer should not make payment unless there was prior board approval.