



Spending Policy

Purpose:

To ensure the financial resources of the MCA are managed effectively and that purchases are made in a cost effective manner.

Policy Statement

Each MCA staff and Committee Chair shall have the vested authority and responsibility in purchases. This includes the procurement of supplies, material, machinery, equipment and services, receiving, using and declaring surplus or obsolete material in their portfolio.

The Treasurer shall be responsible for establishing purchasing procedures. The Executive Director will process payments for the purchases that fall within the policy.

1. Procurement

The procurement of supplies and services shall have supporting documentation for record keeping by MCA.

2. Emergency Procurement:

The President, Executive Director or Coach may authorize an emergency purchase at the lowest price obtainable under the circumstances. An emergency purchase may only be authorized to alleviate a situation that constitutes danger to life or MCA assets.

3 Exceptions:

MCA staff and/or Committee Chairs shall have the authority to purchase goods, materials, machinery, equipment and services except for professional services of the following: legal advice, insurance and consultants unless approval is first granted by the Board.

4. Signing Authority:

Paid Staff and Committee Chairs shall be provided with discretionary purchasing authority congruent with their professional responsibilities to the MCA and be subject to the spending limitations outlined below.

Each paid Staff and Committee Chair is assigned spending authorities for the purpose of acquiring routine or normal operating goods or services as follows:

Executive Director –\$1,000

Coach - \$500

Committee Chair - \$250

Purchases are subject to the spending processes in #6.

The President or Vice President's signature of approval is required for any purchases made beyond these limits.

5. Budget Restrictions

Expenditures must be within the budget or by special resolution from the Board.

6. Spending Processes:

The following processes shall apply in the ordinary course of administering the affairs of the MCA, purchase or contract for the purchase of goods and services. In all cases, the Committee must approve prior to payment, unless the Board has approved otherwise.

- a) **Under \$500.00** -- picked up with the invoice by the Committee Chair. The Committee Chair is expected to be responsible in its procurement practises, (i.e. obtain quotes from other suppliers where practical from a time and dollar value perspective.). Approval required by Committee prior to payment.
- b) **From \$500.00 and under \$1,000.00** -- must solicit a minimum of 3 verbal quotes (where possible).
- c) **From \$1,000.00 to \$5,000.00** -- must solicit a minimum of 3 written quotes.
- d) **Over \$5,000.00** -- must be tendered or go through a request for proposal "RFP" process and be approved by the Board. Board may by resolution exempt the requirement for tender or request for proposal "RFP" at its discretion.
- e) **Tenders for services exceeding the fiscal year** – must be approved by resolution of Board. Services for less than the fiscal year do not need to go through a tender process by require Committee approval.