

Delegation and Signature Authority

Contracts and transactions that were planned, in Board approved and/or amended budget, may be approved as follows:

<u>Approval Authority</u>	<u>Amount</u>
President and CEO	≤ \$ 25,000
Executive Committee	≤ \$ 50,000
Board of Directors	> \$ 50,000

Contracts and transactions that were not planned, in Board approved operating or project budgets, may be approved as follows:

<u>Approval Authority</u>	<u>Amount</u>
President and CEO	≤ \$ 10,000
Executive Committee	≤ \$ 25,000
Board of Directors	> \$ 25,000

The approval of the Executive Committee and/or the Board of Directors will be secured in accordance with The Quilt bylaws.

For transactions that have been authorized, in accordance with these delegation procedures, the Executive Director may pay invoices that are due and payable in accordance with The Quilt's Standard Operating Procedures. Payments greater than \$50,000 will require the approval of the President and either the Chair, Vice Chair, Secretary, or Treasurer of The Quilt.

*Original: December 14, 2011
Approval Authority: Board of Directors*

Purchasing Processes

Purpose

The purpose of this Policy is to ensure that (a) Adequate cost controls are in place, (b) Expenditures are appropriate, and (c) To provide a uniform and consistent approach for purchasing of authorized expenses.

When incurring business expenses, Quilt Personnel will:

- Conserve organization resources,
- Use their best judgment when spending money in support of Quilt-related business.
- Report expenses, supported by required documentation, as they were actually spent.

Purchasing Requirements

Total Amount of Purchase Request/Contract	Requirements
\$1,000 to \$4,999	Bids are not required, but encouraged. A written vendor quote must be supplied.
\$5,000 to \$9,999	Three (3) informal quotes are required. If bids are not possible, a sole source justification should be included. A written quote is required from the supplier even if approved as a proprietary purchase.
\$10,000 +	The competitive quote/bid process will be performed by Quilt staff. If bids are not possible, a sole source justification should be included.

In the absence of the President and CEO, emergency purchases may be made with the approval of any two of the organization's four Officers; the Chair of the Board, the Vice Chair, Board Secretary or the Treasurer in accordance with the authority outlined in the previous policy. All requests should include a written vendor quote, a short justification for the purchase and all order/vendor details.

Specification Development

The specifications and requirements for the commodity or service needed should be clearly articulated. A specification is a detailed description of a product or service that a user seeks to procure, and consequently, a description of what a bidder must offer to be

considered for an award, or a vendor if awarded a contract, is required to supply. Specifications are the primary means of communicating the requirements expected of the product or services.

Specifications control the following procurement aspects:

- The quality of the product,
- The amount of competition,
- Suitability of the product or service for the job, and
- The method of evaluation used in making an award and in determining the bid with the best value for the purchase.

Submit Competitive Specifications

Specifications should not limit or eliminate competition, unless the proprietary component of the specification is justified. Specifications should incorporate a clear and accurate description of the goods or services to be procured. The specifications should be as flexible, simple and competitive as possible. The description should include:

- A statement setting minimum requirements,
- The specific features of the goods or services, which must be met,
- Dates of service or delivery terms for items being purchased, as required; minimum essential characteristics and standards of items or services to which they must conform, if they are to satisfy their intended use; special clauses for funding purposes, as required,
- Include any written data requirements, if necessary and
- Evaluation factors, which will be used in determining the successful bidder if other factors will be considered. (Warranty information or other value added aspect of the goods or services).

Performance and Design Specifications

Descriptions may include a statement regarding the qualitative nature of the purchase and should identify minimum essential characteristics and standards to which the purchase must conform, if it is to satisfy its intended use. "Performance" requirements should be identified.

*Original: December 14, 2011
Approval Authority: Quilt Executive Committee*