



Effective date March 10, 2011

Approved by Capital Region Board

## **AUTHORIZATION TO PURCHASE**

### **PURPOSE**

To ensure authorized staff are purchasing on behalf of the Capital Region Board.

### **POLICY**

Only authorized staff may purchase or commit to the procurement of goods and services.

### **GUIDELINES**

1. All purchasing activities must be approved through the budgetary process or by Board resolution.
2. Only designated positions, as per this policy, will be authorized to conduct purchasing activities on behalf of the Capital Region Board.
3. In consideration of sound budgetary and purchasing practices, the Board approves purchasing authorization levels.
4. The Office Manager is authorized to purchase up to and including \$5,000 for operational items that are included in the current budget.
5. The Chief Executive Officer is authorized to purchase all operational and capital items which are included in the current budget.

Nolan Crouse, Board Chair

<b>Revisions</b>		
<b>Date</b>	<b>Status</b>	<b>Comments</b>
February 11, 2016	Approved	Capital Region Board Approved.