

PINEY STUARTBURN ECONOMIC DEVELOPMENT DISTRICT

PURCHASING POLICY

Subject: Purchasing Policy

Effective Date: January 1, 2024

Replaces Policy: New

Resolution #: 36-2023

Motion Date: December 15, 2023

PURPOSE

Piney Stuartburn Economic Development Board (herein referred to as the “Board”) strives to maintain a high level of public trust and confidence in the integrity, objectivity and operations of the Board.

The purpose of this policy is to provide for the requisition of all services, supplies, materials, and equipment for the Board.

PURCHASES FOR THE BOARD

Expenditures for the Board must be signed by the Economic Development and Tourism Manager and the Chairperson of the Board.

The Economic Development and Tourism Manager may authorize Board expenditures under \$1,500.00 and listed in the current budget.

Any purchases between \$1,500.00 and \$5,000.00 and included in the annual Financial Plan must be submitted to Board for approval.

REQUESTS FOR PROPOSALS (RFP)

A Request for Proposals will be used to acquire professional services such as strategic planning and economic development consulting, photography, website development, graphic design, etc. for contract amounts anticipated to be over \$5,000.00.

Potential suppliers will be asked to describe how their services, methods, equipment or products can address and/or meet the needs of the Board.

An award of a contract will be given to the supplier whose proposal is determined to be the most advantageous to the Board based on criteria for evaluation set out in the RFP and applied to all proposals.

CREDIT CARDS

Credit Cards may be issued to the Economic Development and Tourism Manager at maximum credit amount of \$2,500.00. The following conditions apply to credit card purchases:

1. To charge registration for conventions and meetings approved by motion of the Board;
2. To charge accommodation and meal costs to attend conventions and meetings approved by motion of the Board;
3. To charge Board expenditures, as included in the annual Financial Plan;
4. To charge items under \$1,500.00 and included in the annual Financial Plan;
5. To charge items over \$1,500.00 within the terms previously outlined in this policy.