

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY:
Administration

SUBJECT:
Purchasing Authority of
Administrator

SECTION:
P
POLICY:
6

DATE:
February, 2007

Signature: _____
ADMINISTRATOR

PURCHASING AUTHORITY OF ADMINISTRATION

POLICY:

To define accountability guidelines for purchases approved by Administration for the Home and Complex.

PROCEDURE:

- Administration shall facilitate all purchases approved by the Home Board of Directors through the Annual Budget(s). No Board approval is further required for purchases included in the Annual Budget(s) and Special Projects Budgets.
- Emergency unbudgeted costs, related to essential equipment and services, up to \$5,000.00 may be incurred by Administration with out the prior approval of the Board. Such costs, greater than \$5,000.00, shall receive Board approval through meeting and/or telephone consultation with voting Board members, prior to the expenditure. A written report of the expenditure, together with a recommended allocation of the expense, shall be made by the Administrator at the next scheduled Board Meeting.