



## **VENDER SERVICES AND PURCHASING POLICY**

The Association may require vendors, suppliers, sub-contractors to supply goods and services to support our organization. These goods and services may include but not limited to equipment, promotional items, development programs, and team photos. This policy is designed to secure cost effective and high quality goods and services in support of North Delta Minor hockey programs.

Purchases of up to \$999 will be considered nominal purchases and must be supported in writing. Purchases of \$1000 or more will be treated as major purchases and require prior approval of the Executive. Normally three independent quotes will be secured detailing information suitable for a comparative adjudication. The Board member(s) designated for obtaining such purchases will make a recommendation to the Board as to the vendor/supplier/sub-contractor of choice. This recommendation will be made to the Board prior to the consummation of the contract.

Individual Board members must immediately disclose the nature of any personal connection or conflict of interest with a prospective vender. Normally once a conflict has been identified, the board member identifying the conflict will not participate in any discussions or voting on the matter. This will be reflected in the Board meeting minutes. Conflicts may involve friendships, business interest, or family connections. Board members who are unsure about whether or not their relationship constitutes a conflict are encouraged to seek the guidance of the Board following full disclosure of the matter.

If vendor services are required and negotiated for several seasons, a contract will be signed specifying terms and conditions. Normally, a contract will be established for a 3 year period. A copy of the contract is to be filed with ND Hockey Association Secretary.

In cases where services are for a single season, the successful quote emerging from the competitive process will suffice as terms and conditions for that season. If there is no contract involved, a purchase order will normally be created to initiate the purchase and then matched with the payment.