

Madawaska Valley

Association For

Community Living

**POLICY: PURCHASE ORDER**

**PAGES:**

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**NUMBER: 1-7**

**CATEGORY: FINANCIAL**

Policy Statement:

The Purchase Order (Request for Purchase) is a method of tracking items for the Association so that purchases remain within operating capital budget allocations. This form is a commitment by the Association to purchase goods and may only be issued by the Executive Director or Manager.

Procedure:

1. Staff shall complete a Request for Purchase Form to requisition goods, services, supplies or equipment and deliver to the Manager/Executive Director for approval.
2. Any reasonable requisition shall be compared against the amount of operating capital available in the budget and a decision shall be made whether or not to approve the request to purchase.
3. If the request is approved, the Request for Purchase Form will be authorized and assigned a Purchase Order Number.
4. The approved Purchase Order will be given to the appropriate individual to order or purchase the needed item.
5. If a Request for Purchase is not utilized within two (2) months, it will be considered obsolete and a new authorized purchase order must be obtained for the desired item.