

Purchasing Guidelines

June, 2001

1) Purchasing Agents

There will be two purchasing agents for the club that will purchase and/or contract all goods and services. Purchasing agents will adhere to club bylaws and the approved club budget. Other purchases will require board or presidential approval.

- A) Purchasing Agent - will be responsible for purchasing/contracting all uniforms, soccer equipment, nets, goals, referee supplies, etc.**
- B) Grounds & Fields Coordinator - will be responsible for purchasing/contracting field related items such as fertilizer, landscaping services, sanitation services, paint and other related items.**

The Purchasing Agent at his/her discretion may authorize a director/coordinator to purchase goods or services. The Purchasing Agent will supply a purchase order number for these purchases and the Coordinator will adhere to the Purchase Order Guidelines listed below.

2) Purchase Orders

The club will use a 3 Part Purchase Order System. One part will be retained/forwarded to the following. "Blanket" or "open" purchase orders are not to be used to contract goods or services.

- A) Purchasing Agent Copy - the purchasing agent will retain a copy of the purchase order for club records and purchase follow-up. Grounds & Fields will forward their copy to the Purchasing Agent for club records.**
- B) Treasurer's Copy - The purchasing agents will forward the treasurer his/her copy of the purchase order within 3 business days of purchase/contract date.**
- C) Vendor Copy - the vendor copy of the purchase order will be issued upon purchasing. The purchasing agents may at their**

discretion issue a purchase order number by phone. This number must be on all invoices submitted by the vendor.

3) Purchase Requisitions - Directors/Coordinators will submit a purchase requisition form to the Purchasing Agent to order goods for their division, event, etc. If the purchase is time sensitive, the Purchasing Agent may choose to accept a "phone in" requisition to expedite the purchasing process. A "phone in" requisition will still require a hard copy of the purchase requisition to be submitted to the Purchasing Agent.

4) Receiving Procedures - Once the Director/Coordinator receives the requested merchandise they will check it for quality, damage and provide an accurate count of what is received. The packing slip of the merchandise will be forwarded to the Purchasing Agent with the count and quality noted. All problems or discrepancies must be reported to the Purchasing Agent immediately so the vendor can be contacted. All goods received by the Purchasing Agent will be checked for quality and quantity. Approved packing slips will be forwarded to the Treasurer.

5) Bidding Procedure - all purchases \$1000 or above will require 3 bids. If the item to be purchased has been "bid out" within the last 90 days the Purchasing Agent may elect not to repeat the bidding procedure.