



The Family Center of Happy Valley

Serving the families of Happy Valley since 1985

FINANCIAL PROCEDURES MANUAL – PURCHASING

A. PURCHASES UNDER \$5,000

1. All purchases over \$500 must be approved in advance by the CEO.
2. Purchases over \$2,500 will be required to undergo a competitive bid procedure.
3. All check requests for programs are approved by the Program Director.
4. Program purchases are typically made by the Program Director or program staff, all of whom are responsible to know if the item ordered is within the budget and guidelines.
5. If the purchase is less than \$150, persons authorized by the Program Director for immediate purchase and delivery can make the purchase. Invoices are to be turned into the Office Manager.

B. PURCHASES OVER \$5,000

1. All purchases including services over \$5000 must be approved in advance by the CEO.
2. All purchases over:\$5000 must undergo a competitive bid process.
3. All bid requests will contain clear specifications and will not contain features such as unduly restrict competition.
4. The Office Manager will be responsible to ensure that all conditions and specifications of a contrast, bid, or order have been satisfactorily fulfilled and will be responsible for timely follow-up of these purchases.
5. The Office Manager will obtain at least 3 bids whenever possible.
6. Purchases of over \$5,000 will not be fragmented or reduced to components of less than \$5,000 to avoid the bid process.

C. CREDIT CARD PURCHASES

1. All Family Center credit cards will be kept in a locked box in the office of the Office Manager or Falls River County Administrative Assistant.
2. Family Center staff are required to receive permission from their supervisor to make a credit card purchase. The credit card must be signed out by the employee with written detail of the purchase.
3. The employee must bring a receipt for the purchase back to The Family Center office and complete a credit card receipt log detailing the reason for purchases. The receipt and receipt log are submitted to the Office Manager.

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