



Community Living South Muskoka

PURCHASING POLICY

Policy & Procedure

Approved by:	Board of Directors	Number: 7-130
Date:	February 28, 1995	Page 1 of 2
Revised:	October 09, 2007	August 22, 2016
	December 14, 2010	January 12, 2021
	August 26, 2013	August 14, 2023
Section:	Financial	

POLICY:

The practice for purchasing goods and services by Community Living South Muskoka is in accordance with Generally Accepted Accounting Principles, Ministry guidelines, and sound financial practices.

PROCEDURES:

1. All invoices must be approved prior to payment. The person approving the payment (as outlined in 5) also acknowledges that all goods or services were received.
2. Authorization is to include:
 - **Date** – Date of request.
 - **Completed by** – Name of the person completing the form.
 - **Payable to** – The name and complete address of the payee.
 - **Description** – Reason for payment cross-referenced to supporting details or documents and attached to the requisition.
 - **Coding section** – The account and department code and portion of HST to be refunded
 - **Amount** – Total amount of the cheque to be issued.
 - **Approved by** – Requires authorized signature.
 - **Special Delivery Instructions** – If the cheque is not to be directly routed to the payee then the appropriate routing instruction needs to be reported in this space.
 - **Date required** – Record date cheque is required if different from regular cheque run.
3. The person who is ordering cannot approve the payment.
4. All purchases must be within the approved budget.

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Page 2 of 2

5. Approval levels are as follows:
 - Any purchases up to \$2,000 are approved by the Supervisor or Manager
 - Any purchases over \$2,001 to \$10,000 are approved by the Chief Administration or Chief Operating Officers
 - Any purchases over \$10,001 to \$20,000 are approved by the Chief Executive Officer
 - Any purchases over \$20,001 require the approval of the Board of Directors
 - Any purchases in excess of budget refer to Policy 7-140 Unbudgeted Expenses
6. It is the responsibility of the individuals involved in the purchase and reimbursement of goods and services to ensure compliance with this policy and procedure. The Chief Administration Officer is responsible for verifying that the amount requested is supported by the attached documents and that the signature is the appropriate signing authority.
7. The Supervisor, Manager, Director or Chief of the service the expense is related to must approve the requisition. Special authorization is required if the amount of the requisition is over a certain limit or an unbudgeted expense. Only individuals with the appropriate level of authority are able to approve the cheque requisition.