

## BOARD POLICY

Subject: Procurement Policy	Date Approved: February 16, 2011
Approved by: Board of Directors	Date Revised: November 26, 2014
Specific to: All staff, Board of Directors	Next Review Date: September 2017

### OVERVIEW:

The North Huron Family Health Team (NHFHT) is responsible for the management of the FHT's resources, **keeping within the guidelines of The Ministry of Health and Long Term Care of Ontario.** This policy establishes a Procurement Process which is an integral part of the system of internal controls.

As a part of the Procurement Process, this policy grants the Management Team of the NHFHT purchasing authority, which defines the monetary limits for purchase approval of the corporation.

### POLICY:

The following table shall determine the approvals and the process necessary for each purchase:

#	Purchase Category	Purchase Value	Purchase Order Authority	Number of Required Quotes**
1.	Day to Day Operating Supply Purchases (Unit Price)	\$1 - \$500	Business Manager	
		\$1 - \$2,000	Executive Director	
2.	Planned Budget Services (Consulting services, legal, etc.)	\$1 - \$10,000	Executive Director	
		Over \$10,000	Executive Director/ Board Chair	3 quotes
3.	Unplanned Budget Services (Consulting services, legal, etc.) Emergency/Unexpected Service or Repair	\$1 - \$5,000	Executive Director	
		\$5,001 - \$10,000	Executive Director/ Board Exec. Committee and subsequent Board approval	1 quote
		Over \$10,000	Board of Directors	3 quotes
4.	Planned Budget One-Time Purchases	\$1 - \$10,000	Executive Director	1 quote
		Over \$10,000	Executive Director	3 quotes
5.	Unplanned One-Time Purchases	\$1 - \$5,000	Executive Director	
		\$5,001 - \$10,000	Executive Director/ Board Exec. Committee and subsequent Board approval	1 quote
		Over \$10,000	Board of Directors	3 quotes

All Purchases must have a completed Purchase Order. Good judgement should be used when determining the number of quotes to obtain under the particular circumstances. Verbal quotes are acceptable for purchases under \$1,000.