

Community Living Welland Pelham Policy and Procedures		Date: March 3, 2025
Section: Agency		Page: 1-3
Subject: Purchasing		
References:		

Policy Statement:

Community Living Welland Pelham (CLWP) will establish and maintain internal control over the acquisition of goods and services. All practices for purchasing goods and services are in accordance with Generally Accepted Accounting and Purchasing Practices, Ministry guidelines, and sound financial practices.

Purpose:

The purpose of the directive is: The purpose of this Policy is to establish and maintain internal control over the acquisition of goods and services.

- To ensure that CLWP’s publicly funded goods and services, including but not limited to construction, consulting services, and information technology that are acquired by CLWP through a process that is open, fair and transparent;
- To outline responsibilities of CLWP throughout each stage of the procurement process;
- To ensure that procurement processes are managed consistently.

Responsibility:

All operating departments are responsible for ensuring that expenditures made on behalf of the association represent good value and result in an appropriate benefit to the association. The Finance Department is responsible for ensuring that no payments are made without appropriate authorization.

Procedure:

Purchases under \$500

- Any CLWP staff can request to purchase goods or services through their respective supervisor.
- Supervisor may approve any expenditure up to \$499. Staff will email the supervisor for approval prior to purchase.

- Once approved staff may use CLWP credit card or complete a Payment Request Form approved by their supervisor.

Purchases over \$500 to \$3,999

- If the request to purchase goods or services is between \$500 to \$3,999, supervisors are required to complete a Purchase Request Form.
- Signed approval, by a Manager, Director or Executive Director, is required. Approval limits apply. The requestor is to put in the anticipated cost of the item or service. If the purchase request is approved up to \$3,999, the purchase can be made by the requestor.
- Once approved staff may use CLWP credit card or complete a Payment Request Form approved by their Manager, Director or Executive Director.
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Purchases over \$4,000

- If the request to purchase goods or services is over \$4,000, supervisors/managers are required to complete a Purchase Request Form including three written quotes.
- Signed approval, by Executive Director is required.
- Once approved the requestor fills out the Payment Request form and sends it with the invoice/bill and Purchase Request Form with three quotes and approval to Finance.
- Finance Manager will notify the Executive Director of any discrepancies.
- If the request to purchase goods or services is \$120,000 or more, please refer to procurement policy.
- Once the purchase is made, the receipt and the printed approval form is sent to Finance. If the purchase exceeds the approved amount, an amendment to the original purchase must be completed and approved following the same process and all documents sent to Finance.

Type of Payment Method	
Total Payment Value (non including taxes)	Type of Procurement Method
\$1 to \$250	Cash from Finance
\$1 to \$500	Petty Cash
\$1 to \$500 (may exceed with approval)	Petty Cash Cheque (Finance)
\$1 to \$9,999	VISA
\$1 to +	Payment Request by Cheque/Online/EFT

Purchase Value	Approval (Budget Manager)
\$1 to \$499	Supervisor
\$500 to \$3,999	Managers, Directors

Over \$4,000	Executive Director within Executive Limitations: Asset Policy
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Emergency Purchases

Emergency purchases must be approved by a Supervisor, Manager, Director or Executive Director.

Emergency maintenance goods and services must be reported to finance as soon as possible after the situation has been resolved. Finance will ensure the information is recorded for audit purposes.

Definition of emergency: an occurrence of a serious and urgent nature, or the threat of an impending situation, which may affect the environment, the life, safety, health and/or welfare of the individuals, staff and/or general public, or the property of CLWP, or to prevent serious damage, disruption of work or to restore or to maintain essential service to a minimum level.

Exceptions:

- The potential loss of funds at the end of a fiscal year is not considered an emergency.
- Lack of planning does not constitute an emergency.