



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Purchasing Policy

Purpose

This policy establishes clear guidelines and procedures for the purchasing of goods and services for the Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc. (EAC/ACB). It ensures that all purchases are made in a transparent, fair, and cost-effective manner, supporting the organization's mission and values while promoting accountability and stewardship of resources.

Scope

This policy applies to all volunteers and board members involved in purchasing or approving purchases on behalf of the organization, regardless of the funding source.

Principles

- **Transparency:** All purchasing activities will be conducted openly and documented appropriately.
- **Accountability:** Purchases must be authorized and tracked to ensure responsible use of funds.
- **Fairness:** Vendors and suppliers will be treated equitably. Any person who has a conflict of interest must disclose it.
- **Value for Money:** The organization will seek to obtain the best value, considering quality, price, and service.
- **Compliance:** All purchases will comply with applicable laws, regulations, and funding agreements.

Responsibilities

- Treasurer: Oversees the purchasing process and ensures policy compliance.
- Volunteers: Follow this policy and seek appropriate approvals before making purchases.
- Board of Directors: Approves major purchases and reviews policy effectiveness.

Purchasing Procedures

Authorization Levels

Purchase Amount (CAD)	Approval Required
Budgeted items Up to \$500.00	Director of Responsible Area
Over \$500.00	Board Approval Required
Unbudgeted Items	Board Approval Required

Competitive Bidding

- For purchases over \$2,500, conduct a formal request for proposals (RFP) or tender process.
- Exceptions must be justified in writing and approved by the Board.

Preferred Suppliers

Where practical, use preferred or pre-approved suppliers to leverage better pricing and consistent service. Selection of suppliers must not result in a conflict of interest.

Documentation

- Maintain records of all purchases, including receipts, invoices, and quotes, for a minimum of seven years.
- Attach supporting documentation to expense claims and purchase orders.

Ethical Considerations

- Volunteers must not accept personal gifts or incentives from suppliers.
- Any actual or perceived conflicts of interest must be reported immediately to the President

Monitoring and Review

This policy will be reviewed every three years in accordance with organizational practices by the Board of Directors to ensure its effectiveness and compliance with legal and regulatory requirements. Recommendations for changes must be documented and approved by the Board.