



## **Procurement Policy**

### **Purpose:**

This policy outlines the procurement practices for purchasing goods and services at Arks Harvest (The Organization). The policy addresses competitive bidding and supplier selection, approval and issuance of purchasing transactions, purchasing methods, authorizations, required documentation, and ethical practices.

### **Reason:**

It is appropriate to establish an overarching policy to guide procurement transactions. Responsible stewardship in the expenditure of Arks Harvest funds entails the proper combination of price, quality, and reliability. This requires that Directors and Title positions involved at every step of the process take full responsibility for understanding Arks Harvest's policies and procedures regarding purchasing and vendor relations. This policy is meant to support the need to get products and services in a timely and cost-effective manner, while ensuring appropriate business processes are followed. This policy is meant to provide guidance to end users making purchases on behalf of Arks Harvest.

### **Policy**

#### **A. General Principals**

Arks Harvest's goal for every purchasing transaction is to obtain the best quality and value. As set forth in this policy, certain purchasing transactions require competitive bids. Arks Harvest's procurement policy is intended to be consistent across the entire organization, including all locations.

#### **B. Ethical Standards**

It is the policy of Arks Harvest that its Directors, Volunteers, and Members conduct the affairs of the Organization in accordance with the highest ethical, legal, and moral standards. A Director, Volunteer or Member must not be in a position to make a decision for the Organization if their



personal, professional, or economic interests (or those of their immediate and extended family members) may be directly influenced or affected by the outcome. Arks Harvest directors, volunteers or members shall not solicit or accept, directly or indirectly, anything of material economic value as a gift, gratuity, favor, entertainment, or loan, which is or appears to be designed to influence official conduct in any manner, particularly from a person who is seeking to obtain contractual or other business or financial arrangements with Arks Harvest. Purchasing decisions should be made free from any actual, potential, or perceived conflicts of interest. Purchasing decisions should be made with integrity and objectivity. To protect our suppliers' rights to confidentiality, and the Organization's interests, competing suppliers must not be told the prices, terms, or conditions quoted by other suppliers.

It is prohibited for any individual to claim to represent Arks Harvest in order to purchase good at The Organization's cost for personal gain.

### **C. Methods of Procurement**

There are three (3) methods of procurement at Arks Harvest:

#### **i. Purchase order or accounts payable**

All payment requests are to be submitted along with supporting documentation via email to [treasurer@arksharvest.ca](mailto:treasurer@arksharvest.ca) and [management@arksharvest.ca](mailto:management@arksharvest.ca). All directors and volunteers are required to sign up for e-transfer or discuss other arrangements with the Treasurer to receive their reimbursement. This can be done by emailing [treasurer@arksharvest.ca](mailto:treasurer@arksharvest.ca). A Purchase Order must be obtained for all purchases over \$5,000, including orders for supplies, equipment, rentals, etc. Exceptions are made for utilities, rent, weekly food purchase, items that are part of a signed contract, items on the approved capital budget, and other services where the process to obtain a purchase order has been deemed unnecessary by the Treasurer. Purchase Order Requests (POR) and/or cheque requests should contain:

- The appropriate general ledger budget line
- The name of the responsible budget officer (Treasurer)
- The name and address of the vendor
- Item(s) purchased
- Cost
- Description of item(s) and reason for purchase
- Notation of any special handling instructions



- Name(s)/business purpose on any meals purchased
- Itemized receipts/invoices attached to payment requests

The purchase order, along with any supporting documentation, should be sent by email to [treasurer@arksharvest.ca](mailto:treasurer@arksharvest.ca) and [management@arksharvest.ca](mailto:management@arksharvest.ca). You will receive written notification once approved.

After the order has been received, the invoice should be processed for payment. If original receipts or a copy of the original receipts are not available, a request for payment must be submitted and must be accompanied the Payment Request detailing the nature of the expense, date, amount, reason why the original receipt is not available and signature from the appropriate approver.

Directors must submit all receipts through Dext in order to receive payment. If the original receipt or copy is not available, the above process must be followed.

Mileage requests submitted will be issued within 15 business days of the end of the month. (Please see the Mileage Policy)

All purchases of \$100.00 CAD or greater must be approved by two Directors. Purchases of \$500.00 CAD or greater require the approval of the Board of Directors. Purchases \$5,000.00CAD or greater require the approval of the majority of the entire Board (including members-at-large). The Purchase Order Request should be completed before the purchase is made. Payments to new vendors and compensation to individuals' invoices and receipts to be submitted directly to [treasurer@arksharvest.ca](mailto:treasurer@arksharvest.ca) and [management@arksharvest.ca](mailto:management@arksharvest.ca).

## **ii. Arks Harvest Purchasing Card**

The Arks Harvest Purchasing Card program provides an efficient way to purchase low-dollar business-related goods and services. For more information, see the Arks Harvest Purchasing Card Policy.

## **iii. Petty Cash**

Petty cash is meant to be used for miscellaneous and small purchase less than \$100. Purchases must be approved by a Director prior to purchase.



#### **D. Diverse and Inclusive Purchasing**

The Organization strives to promote the development of business relationships with diverse and local suppliers. The Organization is committed to developing mutually beneficial relationships with small and locally owned, minority-owned, women-owned, disadvantaged, veteran-owned, LGBT and local business enterprises. The Organization's goal is to create opportunity for suppliers to market their products to the Organization and encourage the Organization's customers the opportunities to connect and try the goods of these suppliers.

#### **E. Sustainable Purchasing and disposal**

Arks Harvest is committed to the purchase and use of environmentally and socially responsible materials, goods, and services that conserve energy and natural resources and minimize damage to the environment and human health. This encompasses all stages of a product's life cycle, including production, use, and disposal. Individuals expending the Organization's funds should select ecologically friendly products whenever reasonably practical.

#### **F. Purchasing Products Bearing Arks Harvest Trademarks**

Reach out to the Board of Director when looking at purchasing items with the Organization' logo, they may have already developed relationships with suppliers and may be able to negotiate a better cost.

#### **G. Emergency Purchasing**

When an emergency situation occurs, a single Director may make a commitment to a vendor without a formal purchase order. Such transactions would include, for example, an unanticipated and sudden life-threatening or catastrophic event.



## **H. Preferred/Contract Suppliers**

In order to streamline the supplier selection process, the Organization has established contracts and/or memberships with Preferred or Contract suppliers for the most commonly purchased goods and services, or in those areas that these agreements are deemed in the best interest of the Organization. Preferred or Contract suppliers should be used whenever possible. Suppliers without contracts should only be considered if Preferred or Contract suppliers do not provide the good or service, or if the pricing is not competitive. The Organization currently has a Costco Membership for in store or online purchases.

## **K. Gift Cards**

Gift card purchases are only allowed if approved in advance by the Board of Directors.

## **To Whom Does This Policy Apply**

The policy is applicable to all Directors, officers, title position holders and volunteers.