



Purchasing Policy

This policy is intended to document the organization's practice regarding the purchasing of equipment, uniforms and any other goods, materials and/or services required for the operation of the Sarnia Braves (hereafter referred to as "Braves"). This policy covers purchases made by any member on behalf of the Braves organization, and includes but is not limited to, the equipment manager, individual team representatives, and the Baseball Moms

This policy applies to any vendor we purchase goods and/or services from.

1. Exclusions:

This policy is not intended to cover / include the following type of purchases;

- a) Concession supplies that are purchased through local vendors and reimbursed through the expense report process.
- b) Purchases with cumulative value less than \$500 that can be expensed through the expense report process (i.e. pitching machine repairs, diamond maintenance supplies).
- c) Tournament registration costs and travel costs that can be reimbursed through the expense report process.
- d) Uniforms purchased by parents through the Kahunaverse online system, or other current online system.

2. Inclusions:

This policy is intended to cover the following type of purchases;

- a) All purchases from Kahunaverse Sports Group regardless of cumulative value, except for those that fall under "Exclusions (d)" above.
- b) All purchases exceeding \$500, regardless of vendor.
- c) Any purchase that requires the authorization of the Braves Executive, including any purchase that will legally bind the organization (i.e. executing a contract with Jackie Robinson Training Centre in Florida).



Sarnia Braves Policies

3. Process:

The following describes the purchasing process to be followed;

- a) The purchaser obtains a quote from the vendor.
- b) The purchaser forwards a copy of the quote to the Treasurer and requests a Purchase Order Number (PO#) to be issued.
- c) The Treasurer will log the request and determine if this purchase falls within the current year budget.
 - i. If this request does not fall within the current year's operation plan and budget, the Treasurer will take the request to the next monthly general meeting to seek approval from the membership.
 - ii. If this is a time sensitive requirement, the Treasurer will discuss with the Braves Executive for an immediate decision. Such decision will be reported to the membership at the next general meeting.
- d) Once the expenditure is approved, the Treasurer will issue a PO# to the purchaser.
- e) The purchaser provides the PO# to the vendor and orders the items noted on the quote.
- f) Upon receipt of the goods ordered, the purchaser will forward the invoice to the Treasurer for payment. The purchaser will also note that the goods have been received as ordered and approve payment of the invoice.
- g) If the purchase is for team use (from team generated funds) or is a purchase on behalf of the Baseball Moms group, the authorized representative of the team/Baseball Moms will e-transfer the necessary funds to the Treasurer to cover the amount of the invoice.
- h) The Treasurer will pay the invoice and provide documentation of payment to the purchaser.

Note: No "blanket POs" will be issued. Each PO will be associated with one quote. If an order is to be broken into multiple purchases, then multiple quotes will be required, and each quote will be assigned a PO number.

Revision Date	Updated by	Board Approval Date	Revision History
03-Feb-20	Allan Ebert	24-Feb-20	Initial draft