

Ponderosa Community Services District

Effective date:

Page 1 of 1

POLICY

Revised and combined 108,109

Approved by: Board of Directors

FS - 402 Purchasing and Authorization

This policy applies when any director or district staff makes purchases in furtherance of district business.

1. Authorization

- A. All purchases made on behalf of the district by directors or staff must be authorized by the Treasurer and must be in conformance with the approved district budget.
- B. Any director or district staff will act as a purchasing agent only when designated and authorized by the board of directors or general manager.

2. Purchase limits

Any purchase greater than \$2000.00 must be submitted to the Board of Directors for approval prior to the transaction.

- Small items such as office supplies, auto parts, and other miscellaneous items costing up to \$500.00 will be purchased from a list of approved vendors/suppliers/stores.
- If an items costs more than \$500.00 but less than \$2,000.00, then quotes gathered from vendors/suppliers/stores either by phone, fax, email or mail to find the best cost are required. The treasurer and/or the general manager with at least one board member must approve the purchase.
- If water operations need to immediately purchase repair parts exceeding \$500.00 and are unable to reach the Treasurer along with one board member for approval, then any two other Board members may approve the purchase.

3. Reimbursement for Out-of-Pocket Purchases

Directors or district staff that incur “out-of-pocket” expenses for items or services appropriately relating to district business as verified by valid receipts shall be reimbursed.

- If a receipt is not obtainable, then the requested reimbursement shall be approved by the treasurer and at least one board member prior to remuneration.