

## **SNBRA Purchase of Materials and/or Equipment Policy**

**Approved September 20, 2012**

It may be necessary for the Southwest Nova Biosphere Reserve Association to purchase materials and equipment to support its operations.

SNBRA will practice due diligence by using accepted business practices for purchasing materials and supplies in accordance with the following policy:

**Sole source purchasing:** In accordance with the signing authority of the executive committee materials and supplies purchases in the amount of (\$300.00) or less can be purchased sole source, without call for tender. Written/email approval of a member of the executive (President/Secretary/Treasurer) must be documented before any such purchases can be made.

**Materials, supplies and equipment purchasing:** In accordance with the signing authority of the executive committee materials, supplies and equipment purchases over (\$300.00) but less than (\$1000.00) in value can be purchased following documented call bids from at least 3 potential suppliers.

In the case of purchases of more than (\$1000.00) value, documented call bids from at least 3 potential suppliers, and subsequent board of directors approval for purchase will be required.