

Procurement / Purchasing Policy

In accordance with 24 CFR Sections 84.41 through 84.48, the SEACAP Board of Directors adopted the following Procurement / Purchasing Policy on _____ day of _____, 2016.

ALL SERVICE, SUPPLY, MATERIAL, EQUIPMENT AND FURNITURE PURCHASES MUST BE MADE AS FOLLOWS:

- A. Supplies, Materials, Equipment, Furniture, Services: \$ 1.00 to \$ 999.99**
Items required:
1. **MUST** have **PRIOR** approval from Executive Director for purchases.
 2. May be purchased from a vendor **WITHOUT** a Purchase Order.
 3. Submit invoice to Executive Director in a timely manner for approval.
- B. Supplies, Materials, Equipment, Furniture, Services: \$ 1,000.00 to \$ 4,999.99**
Items required:
1. **MUST** have **PRIOR** approval from Executive Director & Fiscal Officer for purchases.
 2. **MUST** have a completed Purchase Order Number.
 3. Submit invoice and Purchase Order Number to Executive Director in a timely manner for approval.
- C. Supplies, Materials, Equipment, Furniture, Services: \$ 5,000.00 to 9,999.99**
Items required:
1. **MUST** have **PRIOR** approval from Executive Director for purchases.
 2. **MUST** have a completed Purchase Order Number.
 3. **MUST** solicit, at a minimum, **three (3)** documented, competitive **telephone or Internet quotes** for all purchases, except when items are available from vendors on the approved State Bidder's list, in which case three bids are not required.
 4. Include a detailed description of all items needed.
 5. Submit invoice, Purchase Order Number and **telephone quotes** to Executive Director in a timely manner for approval.
- D. Supplies, Materials, Equipment, Furniture, Services: \$ 10,000.00 and up**
Items required:
1. **MUST** have **PRIOR** approval from the SEACAP Board of Directors for purchases
 2. **MUST** have a completed Purchase Order Number.
 3. **MUST** solicit, at a minimum, **three (3)** documented, competitive **telephone or Internet quotes** for all purchases, except when items are available from vendors on the approved State Bidder's list, in which case three bids are not required.
 4. Include a detailed description of all items needed.
 5. Submit invoice, Purchase Order Number and **telephone quotes** SEACAP Board of Directors in a timely manner for approval.
- E. Purchasing Professional Services**
1. Professional services need not be purchased by sealed bids or proposals, but rather the Executive Director will retain professional services based on qualifications, cost to SEACAP and expressions of interest.
 2. All contracts shall be set up on an in-house **Purchase Order** for control purposes.
 3. For purchases which require an agreement or contract, regardless of amount, to be signed by the SEACAP Board of Directors President, the signed agreement/contract will replace the need for a Purchase Order.
 4. Submit invoice, Purchase Order Number and signed agreement/contract to the Executive Director in a timely manner for approval.