

Expedited Procurement Policy

1. Purpose & Scope

This policy outlines the procedures for expedited procurement, enabling quick decisions while maintaining accountability. It applies when unforeseen circumstances require immediate action to ensure continuity of operations.

2. Activation of Policy

- This policy is activated by a majority vote of the Board of Directors.
- Once activated, two executive board members are authorized to make necessary purchases up to \$2,000.

3. Purchase Procedure

- Spending Limit: Each expedited purchase is capped at \$2,000.
- Authorization: Requires approval from two executive board members.
- Documentation: All purchases must be documented with detailed explanations, including the necessity and impact of the purchase.

4. Reporting & Accountability

- A complete list of all expedited purchases must be presented and explained at the next board meeting. (Expedited Purchase Documentation Template)
- This ensures transparency and allows for a review of the decision-making process.

5. Deactivation of Policy

- The policy can be deactivated by a majority vote of the Board of Directors. This ensures that the policy remains in place only as long as necessary.

6. Review & Updates

- The policy should be reviewed annually or after each activation to incorporate lessons learned and adjust procedures as required.