

# Lewiston Townhouse Condo Assn.

## Purchasing Policy

This document outlines the association's policy for purchasing approvals within our organization as of October 5, 2025. It is designed to ensure efficient and controlled procurement processes, promoting fiscal responsibility and adherence to established guidelines.

### Purpose

The purpose of this policy is to:

- Establish clear guidelines for the approval of all purchasing activities.
- Ensure proper authorization for expenditures.
- Promote transparency and accountability in purchasing.
- Mitigate risks associated with unauthorized spending.
- Define roles and responsibilities within the purchasing approval process.

### Scope

This policy applies to all purchasing activities within the organization, regardless of the value or type of purchase, unless explicitly stated otherwise.

### General Principles

- All purchases must be for legitimate HOA purposes.
- Purchases must adhere to the approved budget.
- Appropriate documentation must accompany all purchase requests.
- Recurring expenditures (i.e. utilities, trash, etc.) must be approved based on annual aggregate cost.
- Receipts will be entered with bids whenever possible.
- Approvals must be obtained before any commitment to purchase is made based on your tiered allotment.
- Purchasing decisions should prioritize value for money and supplier neutrality.

### Approval Tiers and Limits

Purchasing approvals will be categorized into tiers based on the monetary value of the

purchase. The following table outlines the proposed tiers and corresponding approval authorities:

Purchase Value	Approval Authority
Up to \$500	1 Board Officer
\$501 - \$5,000	2 Board Officers
Over \$5,001	2 Board officers plus 2 Board Members

**Note:** Specific approval limits for each tier may be adjusted periodically and will be communicated formally. Unless an emergency is presented, multiple bids will be required for anything over \$5,000.00.

## Approval Process

### 1. Purchase Request Initiation

All purchase requests must be initiated via email to the association treasurer. The form must include:

- Detailed description of goods/services to be purchased.
- Justification for the purchase.
- Estimated cost.
- Proposed vendor(s).
- Required delivery date.

### 2. Review

Once the purchase request is submitted, it will be reviewed by the Treasurer or Board of Directors to ensure accuracy and alignment with HOA budget and needs.

### 3. Tier-Based Approval

Based on the purchase value, the request will be routed to the appropriate approval authority as outlined in the "Approval Tiers and Limits" section. This process will typically be managed through an automated workflow system, with manual overrides for exceptional circumstances.

## 4. Documentation and Record-Keeping

All purchase requests, approvals, and related documentation must be maintained for audit and compliance purposes. This includes:

- Approved purchase requisitions.
- RFP/Bid(s).
- Vendor compliance records COI/W9.
- Vendor quotes/proposals.
- Invoices.
- Proof of delivery/service completion.

## Exceptions

Any exceptions to this policy must be submitted in writing to the HOA Board for review and explicit approval. Unauthorized exceptions may result in disciplinary action.

## Policy Review

This policy will be reviewed annually by the association board.

## Contact Information

For any questions or clarifications regarding this policy, please contact the Lewiston Townhouse Condominium Association board at [lewistoncondohoa@gmail.com](mailto:lewistoncondohoa@gmail.com).