



Purchase Policy

September 2023

Purpose: To provide clear expectations to all staff purchasing goods and/or services for the purpose of meeting Inside Education's mission. This includes who is authorized to make purchases, how to complete purchase tracking, and defining an authorization process.

Applies to: All staff who are authorized to purchase goods or services on behalf of Inside Education.

All staff are able to purchase goods and/or services in the amount of \$100 without needing authorization from a member of the senior leadership team. This limit does not apply when purchasing IT equipment, which requires authorization regardless of the amount.

In addition, an Education Program Lead has the authority to make purchasing decisions up to \$2,500, while the Communication Manager has the authority to make purchasing decisions up to \$1,000. Purchases above these amounts must be approved by a member of the senior leadership team.

For the purposes of this policy, the senior leadership team includes those people holding the positions of Executive Director, Program Director and Director of Business and Operations.

Purchase Authorization

Prior to purchasing goods and/or services on behalf of Inside Education, the purchaser should provide the following information to a member of the senior leadership team:

- Description of items to be purchased
- Identify the related project/program
- Vendors being used
- Estimated cost of items
- Estimated total cost

Once this information is reviewed and the total cost is authorized, the purchaser can go ahead with the order. The purchase authorization will be recorded on the Credit Card Tracking form or by stating so in an email when the purchase is made by cheque or e-transfer.

Record Keeping

All staff are responsible for providing supporting documentation after the purchase has been made. This may include invoices, purchase orders, or shipping information etc.

These documents are to be submitted to the accounting team via email (accounting@insideeducation.ca) or through the online Credit Card Tracking form if purchased by credit card.



It is the expectation that the purchase documentation will be shared with the accounting team within **five business days** of the purchase. Extenuating circumstances must be communicated to the Director of Business and Operations.

If changes to the order are made, then the purchaser is expected to update the accounting team through the appropriate channels in a timely manner. Further documentation may be required, such as a return receipt.

If personal purchases are made on the company credit card in error, then please contact the Director of Business and Operations via email to describe the situation. If the charges can not be reversed, then you will be required to reimburse Inside Education.

Suspension

The senior leadership team can suspend a staff member's ability to make purchases on behalf of the organization due to irresponsible purchases, lack of timely record keeping, or any other reason that could potentially impact the financial performance of the organization.

Related Policies

Travel and Expense Policy