

**2.4 GENERAL PURCHASING – SUPPLIES AND SERVICES****INTENT:**

**Purchases made with LICA funds will contribute to achieving our strategic directions while remaining within the financial constraints of the budget.**

**2.4.1 DIRECTIVES:**

- 2.4.1.1** The Board approved budget is managed by the Executive Director and Program Managers; signing authority resides with the Officers.
- 2.4.1.2** Purchases or service contracts outside of the approved budget will be authorized by the Board and/or designates, with the assurance that funds required will be available.
- 2.4.1.3** All items purchased utilizing LICA funds are the property of LICA.

**2.4.2 PROCEDURES:****2.4.2.1 PURCHASING:**

- 24211** Individual expenditures exceeding \$5,000 will be competitively bid or evaluated to ensure the best option is selected.
- 24212** The Executive Director is authorized to approve expenses outside of normal business operations, up to a maximum of \$1000. Anything above this amount must be approved by the Board and/or designates.

**2.4.2.2 INSURANCE:**

- 24221** The Executive Director will be responsible for maintaining adequate insurance coverage for LICA.

**2.4.2.3 LEGAL AND OTHER PROFESSIONAL SERVICES:**

- 24231** Professional services may be obtained by the Executive Director as directed by the Board.

**2.4.2.4 CREDIT CARD**

- 24241** The credit card with a maximum limit of \$10,000 will be used for administrative purposes where invoiced billing is not available. An original receipt will be provided as proof of purchase.
- 24242** All purchases must be approved by the Board and/or designates.
- 24243** The credit card must be secured in a locked cabinet.
- 24244** The credit card must be returned on the same day of the associated expense unless otherwise approved.

Review Dates: August 25, 2004; April 3, 2014; June 26, 2017; May 21, 2019; May 10, 2022; September 5, 2023

Approval Dates: January 24, 2002; April 3, 2014; September 7, 2017; June 13, 2019; May 26, 2022; October 6, 2023