



Procurement Policy (DRAFT)

- General:** This policy establishing the practices, principles, and guidelines for the procurement of materials and services for Liberty Youth Baseball.
- Principles:** The following principles should be adhered to in all procurement activity:
- 1. Fair Competition**
The organization and its representatives should treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations.
 - 2. Cost - Effectiveness**
Quotations for materials and services should be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services.
 - 3. Transparency**
All transactions made by Liberty Youth Baseball and its representatives shall be made public information at monthly Board of Directors meetings.
- Authorities:** The following outlines the authorities granted by the Board of Directors for procurement activity in representing Liberty Youth Baseball without prior approval from the league executive officers.
- 1. Coaches/Managers <= \$50**
It is expected that team coaches/managers will need to purchase miscellaneous items to facilitate the operations of their team. Examples include field dry, lime, gasoline, etc.
 - 2. Committee Chairpersons <= \$100**
It is expected that committee chairpersons will need to purchase miscellaneous items to facilitate their role in the organization. Examples include postage, office supplies, field repair equipment, baseball equipment, etc.
 - 3. Officer <= \$200**
It is expected that officers will need to purchase miscellaneous items to facilitate their role in the organization. Examples include postage, office supplies, field repair equipment, baseball equipment, etc.
 - 4. Expenditures Greater than Authority Levels**
All expenditures that are greater than \$200 requires approval from two executive officers and be within the established budget for the fiscal year.



Practices: The following outlines the practices to be followed in procuring materials or services for Liberty Youth Baseball.

1. Annual Budget

The finance committee prepares an annual budget at the beginning of the fiscal year to be presented to the Board of Directors and membership for approval. Necessary revisions to the annual budget will be presented to the Board of Directors at the monthly meeting for approval.

2. Expenditure Approvals

Individual expenditures throughout the fiscal year contained within the approved budget can be approved as follows:

- \leq \$200 – One Executive Officer
- \geq \$200 – Two Executive Officers

3. Purchase Orders

Expenditures greater than \$200 must be executed by obtaining an approved purchase order from the Treasurer specific to the materials/services being provided by the vendor. Any person representing Liberty Youth Baseball in a procurement capacity will submit a purchase request form for the expenditure to the Treasurer. The Treasurer will obtain necessary approvals from other Executive Officers and return the purchase order to the vendor.

4. Invoices

All invoices are to be sent directly to the Treasurer for payment. This will be noted on all purchase orders for vendors to comply with.

5. Direct Purchases

Direct purchases can be made with the Liberty Youth Baseball credit cards, but require the same approvals as purchase orders prior to executing the purchase.

6. Miscellaneous Expenditures

For all miscellaneous expenditures not requiring approvals as listed above, representatives can submit an Expense Reimbursement Form to be repaid any out of pocket expenses.