**EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER, INC.**

 **PURCHASING AUTHORITY**

**POLICY:**

Purchases must be approved in advance by authorized personnel.

**PROCEDURES:**

All requests for purchases shall be made on a Purchase Order Form.

Program Coordinators in each location shall approve all expenditures.

Coordinators may have final approval on operating expenditures up to $199 (within the guidelines of the budget) without counter approval.

All fixed asset purchases, (purchases over $500 with a life span exceeding one year), will be submitted for approval by the Executive Director.

Counter approval is required on any purchase exceeding $200. The Executive Director will approve all extraordinary expenses. The Executive Director will approve standard operating budgeted expenses.

Approval of the Board of Directors is required for expenditures costing above $2,500.00 that are not already included in the approved annual budget.

Quotes will be taken on all expenditures above $1,000.

Employee travel requests will first be approved by their Coordinator/Supervisor.

All approved requests shall be processed for payment by the Accounts Payable Clerk.