



Vancouver Athletic Football Club

VAFC Procurement Guidelines

Vancouver Athletic Football Club (hereafter VAFC) is committed to obtaining the best value for the total acquisition cost of equipment and goods purchased considering cost, sustainability, quality, flexibility, and delivery time and methods, for the benefit of VAFC members.

To facilitate the responsible purchase of equipment and other goods, the Club has adopted the following procurement policy. This policy does not apply to field rentals or coaching services.

PURPOSE The purpose of this policy is:

- To outline VAFC's accountability and responsibilities for its use of funds for the purchase of necessary goods.
- To establish guidelines for purchasing goods for all VAFC divisions.
- To facilitate the acquisition of required goods at the best possible value.
- To ensure VAFC purchases are done in accordance with any relevant sponsorship agreements.

RESPONSIBILITIES

- No person shall commit VAFC to agreements, licenses, contracts, leases, or other legally enforceable obligations unless authorized to do so by the Board of Directors.
- Where the authority is not delegated and orders are placed in the name of VAFC without written authorization, it will be an obligation of the person placing the order and not an obligation of VAFC.
- Persons making club purchases must be aware and act in accordance with any relevant sponsorship agreements.

PURCHASING METHODOLOGY

1. All goods must be purchased within approved budgets (including annual budgets, or Board approved budgets) and may be subject to further approval by the VAFC Board of Directors (BOD).
2. Multi-year or multi-transactional agreements with suppliers require formal agreements to be negotiated and put in place, will include a minimum of two quotes from different suppliers, and require Board of Directors approval.
3. An Expense Report with receipts must be submitted prior to reimbursement.
4. Where Annual Budget items vary by greater than \$5,000 then Board approval is required.

5. Purchase orders will be awarded to those suppliers offering the most cost-effective price consistent with specifications and requested quality, delivery and service.
6. The following chart briefly summarizes the limits, purchasing methods and approvals required if the item(s) were not included in the Annual Budget process, or have not received BOD approval.

Transaction or Agreement Amount	Purchase Method	Approval Required
< \$1000	Petty Cash	Treasurer Expense Report (with receipt)
\$1,001 - \$10,000	Purchase Order	Treasurer Payment Requisition (with vendor invoice)
\$10,000 - \$50,000	Purchase Order for items included in Annual Budget Board Approval for other items	Annual Budget Board of Directors
> \$50,000	Request for quotation, 3 vendors	Board of Directors

CONFLICT OF INTEREST & CONFIDENTIALITY

1. VAFC Employees, Volunteers or Board of Directors shall not accept, either directly or indirectly, from any potential or existing supplier of goods and services any gifts or favours unless they are of nominal value.
2. The Club will only purchase goods or services from its employees or a member of the Board of Directors where there is no conflict of interest. If a conflict of interest may exist, the individual disclosure must be presented for decision to move forward.
3. Prices obtained from suppliers are intended for Club use only. Pricing information shall not be divulged to members or to competitive suppliers.