



Main Street Gardnerville Program Corporation  
Policies and Procedures

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**SUBJECT: PURCHASING POLICY**

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Main Street Gardnerville Program Corporation (M.S.G.) supports local, area and state businesses. M.S.G. will make every effort to purchase any goods or services from local, area and state businesses.

As a public/private non-profit organization (accepting public funds), M.S.G. has an obligation to be fiscally responsible.

The following standards of practice have been adopted as a measure of the professionalism expected of M.S.G. employees, board members and volunteers in the purchasing process:

1. To consider first the interests of M.S.G. and conduct operations in accordance with its established mission, objectives, policies and standards.
2. To provide a courteous and prompt reception to all persons who are on a legitimate business mission.
3. All goods and services purchased are limited to that necessary to the mission of M.S.G.
4. M.S.G. shall attempt to buy materials and services of high quality at reasonable cost whenever possible. Delivery dates and product availability will need to be considered, as well as pricing, when accepting bids and/or quotes.
5. M.S.G. shall make sure that all purchasing actions are fair and impartial with no impropriety or appearance of impropriety. All qualified vendors shall have access to M.S.G. business and no individual or firm shall be arbitrarily excluded.
6. Every attempt will be made to secure the maximum feasible amount of competition.
7. No employee, board member or volunteer will contractually obligate the organization without documented approval from an authorized individual or the board.
8. Advance approval is required for all consultant procurements regardless of the dollar amount. The Board of Directors must approve such requests.
9. All purchasing activities will be conducted openly, fairly, impartially, effectively and economically to ensure that high quality goods and services are obtained at reasonable costs.
10. All budgeted purchases are subject to the following approvals:
  - a. Every purchase is subject to the approval of the Board of Directors or Program Director.
  - b. Small purchases of necessary items up to \$1000.00 can be made or authorized by the Program Director.
  - c. No volunteer can purchase products or services in the name of Main Street Gardnerville without prior approval from Program Director or Project Manager. Amount not to exceed \$250. A reimbursement form must accompany all purchases in order to receive compensation for purchases made.
  - d. Purchases of \$1000.00 or over are to be approved by a majority of the Board of Directors.
  - e. If item to be purchased is not included in the budget (or does not fit into a budgeted category), the purchase of that item must be approved by the Board of Directors prior to purchase.

11. When approving invoices for payment, individuals are certifying that appropriate records exist, goods or services were properly obtained, and those goods were received, or services furnished, in a manner consistent with this policy and the reimbursement form was completed and signed by the person making and the project manager.
12. Advance payments for goods or services are limited to membership dues, periodical subscriptions, conference fees and purchases of a similar nature.
13. Bids are to be requested for the purchase of goods or services that total more than \$1000.00 (or whatever amount decided on by the board). The bidding process will be as follows:
  - a. Three or more bids must be obtained first from local/area vendors and then other vendors.
  - b. Bids must be submitted to the Board of Directors for approval by a majority of the board.
  - c. Purchase of goods/services will go to the lowest bidder except as follows:
    - i. When the low bid is for goods or services of a lesser quality.
    - ii. When the low bid is not from a local vendor, the following consideration will be given:
      1. A bid of 15% above the lowest price can be accepted from a local vendor.
      2. A bid of 10% above the lowest bid can be accepted from an area or state vendor over an out of state vendor
      3. Local vendors may be given the opportunity to submit a second bid in order to give a better price when competing with a non-local vendor.
14. Emergency purchases of goods and services can be approved by a phone or email majority vote of the Board of Directors.
15. Existing and established relationships with vendors will continue until the board deems it necessary to re-evaluate the arrangement.