



Policy of Presque Isle Conservation District Board

SUBJECT: PURCHASING

ADOPTED BY THE BOARD OF THE PRESQUE ISLE CONSERVATION DISTRICT ON: 4/19/2022

The following policy shall govern
Purchasing and Competitive Bidding Policies

Purpose: The purchasing objective of the District Board of Directors shall be to provide services, materials, and supplies which offer District personnel the most effective and efficient means to perform their tasks. The policy of the Board of Directors will be to acquire these at a minimum possible cost, but taking into consideration the best interests of the District.

1.0 COST CONTROL

1.1 In awarding purchases or contracts for services, the following shall be considered: a) price; b) quality of product; c) service, delivery and maintenance of product; d) suitability of product; e) conformance to specifications; f) past performance to the District; and g) vendor reliability.

1.2 The Board of Directors directs that all purchases from all funds under its control and responsibility be made after proper written documentation is obtained to support such purchases, excluding purchases of a minor or emergency nature.

1.3 Board will have a fully operative purchase order system as a means of budgetary control.

1.4 Vendor competition in purchasing shall be practiced whenever possible.

1.5 Sufficient amounts must have been budgeted in appropriate accounts and sufficient funds be available in the appropriate account.

1.6 The District Manager shall make available to the Board, upon request, the price quotations or competitive bids obtained from vendors for goods and services. These copies are to be retained by the District Manager until the audit for a fiscal year has been formally accepted by the Board.

1.7 The lowest responsible bidder submitting a competitive bid quotation may be awarded the contract. However, the Board reserves the right to accept or reject any bid which it feels is in the best interest of the District and delegates this authority to those responsible for purchases not coming before the Board.

2.0 PURCHASE ORDER SYSTEM

2.1 For purchases over \$250, Board approval is required in advance of the purchase.

2.2 The requester shall notify the District Manager (DM) of their need. This can be done by emailing the DM at presqueisle.cd@gmail.com with a subject line as follows:

a. **PO# 20220314ABC** (example)

b. The PO number should be in the subject line.

c. The PO number should be formatted with today's date as four-digit year, two-digit month, and two-digit day followed by your initials – no spaces or punctuation.



2.3 In the body of the email, the requester should include the following information with link/s for (a) through (c) if possible:

- a. a picture of the item
- b. the name of the supplier
- c. price
- d. reason for the purchase
- e. under which grant program the expense should be allocated
- f. a report of any work they have done to locate the best price/quality, etc. such as a cost comparison.

2.4 The District Manager will do a preliminary check of financials against requested purchases, taking into consideration the budget allocation available for the requested item. If necessary (i.e. if the request does not easily fit into the budget), then The District Manager shall add “Purchase Order Review” to the next Board meeting’s agenda and make a recommendation to the Board.

3.0 EXPENSE REIMBURSEMENT

3.1 The District Manager shall pay for appropriate minor office expenses with the company credit card whenever possible. These expenses shall be reported to the accountant by the end of each month and shall not be reimbursed.

3.2 When a staff member or Director pays for a minor expense using their own personal funds, they shall submit a copy of the itemized receipt as well as the credit card receipt (if applicable) to the District Manager. This can be done electronically, by sending a picture of the receipt to presqueisle.cd@gmail.com, or by leaving the receipt on the DM’s desk at the office.

- a. The purchaser will write their name on the top of the receipt.
- b. If the expense is to be used for a grant-funded program activity, the purchaser will write which grant at the top of the receipt.
- c. Please do not tape, staple or highlight items on receipts.

3.3 The District Manager will submit the receipt to our accountant and request a check be mailed. The employee expense reimbursement checks will be signed and ready for pickup during or after the next monthly Board meeting.

3.4 Mileage for staff is reimbursed at the federal rate.

- a. All grant-related mileage reports must be submitted to the District Manager for reimbursement by the end of each financial quarter – by the last day of March, June, September, and December.
- b. SESC mileage reports must be kept daily by the SESC tech.
- c. The previous month’s mileage report must be submitted to the DM by the 1st of each month.
- d. Director mileage for attending board meetings is reimbursed at \$.55/mi.
- e. The District Manager will collect mileage from Directors at each monthly Board meeting for reimbursement at the next monthly Board meeting.

_____ [Ralph Viegela] _____ Chairperson