

Approved by Board of Directors October 28, 2006

Approved by Board of Directors January 27, 2018

Approved by Board of Directors July 25, 2020

**Purpose:**

For the procurement of goods or services and check signing authority under \$10,000. For the procurement of goods or services in excess of \$10,000, the Bid Policy shall be followed.

1. It is the policy of ALA to provide equal and fair opportunities for suppliers and contractors to provide goods and services to ALA.
2. The Board of Directors directs the General Manager to qualify and select sources for goods and services up to \$10,000 without Board or Committee approval, and that said expenditures shall be within the budgetary constraints set by the Board.
3. In an emergency, including matters of health and safety, where the amount of loss could exceed the cost if not ordered immediately, the General Manager with the approval of the President or Treasurer of the Association, may order goods and/or services in the amount up to \$50,000. The General Manager must give a written report of his action in this regard at the next Board Meeting.