

ORGANIZATIONAL PURCHASES

POLICY NUMBER: 04

ISSUED: September 15, 2005

REVISED:

PURPOSE:

This policy establishes the guidelines to control and audit organizational purchases of equipment, materials and services.

PROCEDURE:

No member of DAA except for those individuals authorized by the Board shall enter any contractual agreement of any type in the name of the organization. Authorized individuals shall seek and obtain approval prior to any and all purchases. Authorized individuals may include sport commissioners, uniform coordinators, and the fundraising committee chairperson or any other such DAA representative as authorized by the Board.

For each DAA sport and DAA sponsored activities (e.g., fundraising event), the appropriate sport commissioner and committee chairperson shall prepare the budget and present it to the Board for approval at least 30 days prior to the start of registration for the sport's season or the activity or event.

- Any purchase not included in the approved budget that is in excess of \$1,000 on the purchase order must be presented to the Board for approval prior to purchase.
- Any purchase that is requested to be paid from the Capital Improvement Fund or the General Fund in excess of \$1,000 on the purchase order must be presented to the Board for approval prior to purchase.

For other requests to DAA for expenditures, such as donations to charitable causes, Board approval is required in advance of any financial commitment to another organization or event.