



## **INTERNAL POLICY: PROCUREMENT OF MATERIALS AND SERVICES / AUTHORIZATION TO SPEND**

**Approving Authority:** PMA Executive

**Effective Date:** April 2017

**Supersedes:** N/A

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### **I PURPOSE:**

The purpose of this policy is to define:

- the responsibilities and accountabilities associated with the acquisition of goods and services, whether by purchase, rental or lease, related to the PMA
- the limits of authority
- the guidelines that will maximize value-for money
- a system for accountability

Those responsible for procurement of goods and services will have regard for all PMA policies, environmental sustainability and declare any conflicts of interest.

### **II DEFINITIONS**

Preferred Vendor – A vendor that is currently doing business with Western University, has negotiated contracted pricing and is listed on Procurement Services website.

### **III POLICY**

- 1.0 The PMA President and Executive committee shall have the responsibility for the identification of needs and specifications, and where applicable, seek approval from the general membership at the AGM.
- 2.0 The PMA will seek to use Western's preferred vendors where possible.

3.0 In order to assess any request for spending the following information must be provided:

3.01 Purpose and need

3.02 A minimum of 2 vendor quotes is required if the purchase is greater than \$500 and one of Western's preferred vendors is not used

3.03 Detailed pricing

3.04 Terms and conditions if applicable

3.05 Timeframe of delivery

4.0 All requests and spending must align with the annual budget, as approved by the membership at the most recent Annual General Meeting.

5.0 The executive committee will ensure that all spending considerations align with the PMA mission.

6.0 Any requests that do not align with the annual budget and are urgent or time sensitive are considered anomalies and must be presented to the executive committee for discussion, consideration and approval. Such items will be disclosed to the membership at the following AGM.

7.0 All payments require supporting documentation (vendor invoices, receipts) and must have 2 signing authorities (President, 1<sup>st</sup> Vice President, Treasurer). Supporting documentation is retained in the PMA office and is available for audit purposes.

8.0 Any conflict of interest must be declared in writing to the PMA executive, as per PMA By-Laws.

#### **IV EXPENDITURE / SPENDING AUTHORITIES**

The following have the authority to commit the PMA to the expenditure of funds for any one transaction up to the limits specified below.

1.0 Administrative Assistant and President	up to \$500
2.0 Executive committee	\$500 - \$2500
3.0 PMA membership (approved at the AGM)	greater than \$2500