



## FWF procurement requirements (6-15-15)

Purchase amount	Instructions	Procurements and contracts	Authority
<b>\$1-\$500</b>	<ul style="list-style-type: none"> <li>- Check approved vendors and order if available</li> <li>- Request quote and order if available</li> <li>- Use credit card and submit receipt with invoice</li> </ul>	<ul style="list-style-type: none"> <li>- Use purchase order or contract if needed</li> </ul>	Executive Director
<b>\$500-\$2,000</b>	<ul style="list-style-type: none"> <li>- Minimum of 2 written quotes from approved vendors</li> <li>- Use credit card and submit receipt with invoice</li> </ul>	<ul style="list-style-type: none"> <li>- Validate quotes</li> <li>- Issue purchase order or contract, if needed</li> </ul>	Executive Director, with Executive Committee approval*
<b>\$2,001-\$10,000</b>	<ul style="list-style-type: none"> <li>- Minimum of 3 written quotes from approved vendors</li> <li>- Submit requisition form to ED</li> </ul>	<ul style="list-style-type: none"> <li>- Validate quotes</li> <li>- Issue purchase order</li> <li>- Issue and negotiate contract, if needed</li> </ul>	Executive Director, with board approval*
<b>\$10,000-\$25,000</b>	<ul style="list-style-type: none"> <li>- Obtain estimate/specifications and prepare solicitation</li> <li>-Distribute solicitation</li> </ul>	<ul style="list-style-type: none"> <li>- Validate quotes</li> <li>- Issue purchase order</li> <li>- Issue and negotiate contract</li> </ul>	Executive Director, with board approval*
<b>\$25,001-\$100,000</b>	<ul style="list-style-type: none"> <li>- Obtain estimate/specifications and prepare solicitation</li> <li>- Distribute solicitation</li> </ul>	<ul style="list-style-type: none"> <li>- Issue request for proposals or bids</li> <li>- Request to Board of Directors to approve</li> <li>- Issue and negotiate contract</li> </ul>	Board of Directors*

*\* With ED notice to board chairman and vice chairman, Executive Committee and Board of Directors approval may be waived if expense was approved in fiscal-year budget.*