



## PROCUREMENT POLICY

Updated March 19, 2026

### PURPOSE

Establish authority and process for approving expenditures and entering into contracts.

### GUIDING PRINCIPLES

- The Board of Directors approves the annual operating budget and provides fiscal oversight.
- The Executive Director (ED) is authorized to manage day-to-day operations and expenditures within the approved budget.
- Procurement decisions prioritize mission alignment, fiscal responsibility, transparency, and efficiency rather than low bid by formal competitive bidding alone.
- Many FWF expenditures are project-specific, partner-driven or time-sensitive, and may involve limited or sole-source vendors.

### BUDGETED VS. UNBUDGETED EXPENDITURES

#### Budgeted Expenditures

Within budget line items, the ED is authorized to expend funds up to the approved thresholds in this policy. Budget approval does not automatically authorize individual projects, contracts or vendor commitments that meet or exceed approval thresholds.

#### Program-Level vs. Project-Specific Authorization

- Broad or aggregated budget line items (e.g., "planting projects") are intended to support multiple activities over time. Any single project, vendor or contractual commitment under a broad line item that meets or exceeds thresholds requires separate approval.
- Budget line items that identify a specific project, deliverable or partner authorize expenditure by the ED.
- Expenditures not included in the approved budget are not authorized. After a budget amendment by the Board an expenditure may be authorized.

### PROCUREMENT AND APPROVAL AUTHORITY THRESHOLDS

Approval authority thresholds are based on (1) whether the expenditure is budgeted or unbudgeted, (2) whether it represents a new project or a commitment under a broad or aggregated line item, and (3) the dollar amount of the individual project, contract or vendor commitment.

### PROCUREMENT METHODOLOGY

- Competitive quotes are *encouraged but not required* when:
  - Multiple qualified vendors are reasonably available, and
  - Time and project conditions allow.
- Competitive quotes may be waived when:
  - The expenditure is project-based with a specific partner, funder or vendor;
  - The vendor has unique or specialized expertise;
  - Pricing or vendors are dictated by grant, contract or partnership terms;
  - The expense is time-sensitive or operationally urgent.

When competitive quotes for expenditures exceeding \$2,500 are not obtained, the ED will document the rationale for vendor selection.

**CONTRACTS AND AGREEMENTS**

- The ED is authorized to negotiate and sign contracts and agreements consistent with:
  - The approved budget, and
  - The approval thresholds in this policy.
- Prior to executing contracts exceeding \$15,000 or involving unusual risk, long-term commitments or material obligations, the ED will ask the Board to review and advise of any concerns or necessary changes.

**EMERGENCY AND TIME-SENSITIVE EXPENDITURES**

When an expenditure must be authorized before the next Board meeting, the Executive Committee may act within the authority levels described below. Such actions must be reported to the full Board at the next regular meeting.

**DOCUMENTATION AND TRANSPARENCY**

All expenditures must be supported by appropriate documentation (invoice, receipt, contract or agreement). The ED will ensure that procurement decisions and approvals are reflected in reports provided to the Board.

**REVIEW AND UPDATES**

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect organizational growth, operational changes or best practices.

**THRESHOLDS**

| <b>Expenditure amount (per project or contract)</b> | <b>Budget status</b>   | <b>Authority</b>    | <b>Notes</b>   |
|---|--|---------------------|--|
| <b>Up to \$5,000</b>                                | <b>Budgeted</b> ; routine or ongoing expenses                          | Executive Director  | Must be within an approved budget line item and consistent with program scope. Documentation required. |
| <b>Up to \$5,000</b>                                | <b>Budgeted</b> ; new project under broad or aggregated line item      | Executive Committee | Discretion to elevate authority to full Board.   |
| <b>\$5,001-\$15,000</b>                             | <b>Budgeted</b> ; specific line item for a clearly defined expenditure | Executive Committee | Discretion to elevate authority to full Board.   |
| <b>\$5,001-\$15,000</b>                             | <b>Budgeted</b> ; new project under broad or aggregated line item      | Board of Directors  | Board approval required to ensure support for new initiatives, regardless of budget approval.          |
| <b>Over \$15,000</b>                                | <b>Budgeted</b>  | Board of Directors  | Board approval required prior to authorization.  |
| <b>Up to \$2,500</b>                                | <b>Unbudgeted</b>  | Executive Committee | Interim approval and subsequent reporting to Board.  |
| <b>Over \$2,500</b>                                 | <b>Unbudgeted</b>  | Board of Directors  | Board approved budget amendment prior to authorization.  |

Original procedure adopted June 15, 2015

Revision history:  
March 19, 2026