

Oxford Youth Association

Purchasing

Added to By-Laws May 2012

Effective May 2012, the Oxford Youth Association also known as OYA will be implementing Purchasing Guidelines. Under these guidelines, NO individual (Members or Executive members) may purchase items directly for or on behalf of the association utilizing personal funds (credit cards, debit cards, cash, or check) in excess of \$50.00 USD. Payment for goods must be paid utilizing the associations checking/debit card or the association checking account and approved by the Executive Board. The Association Treasurer will provide Payment options (Debit Card/Check). It will be the requesting parties responsibility to ensure that enough time for approval and purchase of items requested to ensure no impact to the sport programs. An invoice when available will be required prior to association providing payment option. The utilization of a Purchase order will be used to gain approval from the Executive Board prior to purchase. All local vendors have been notified that orders can only be submitted with signatures of two or more Executive Board Members.

Reason for the above:

1. Limit the liability of the Association.
2. Limit the liability of the Member / Executive Member
3. To ensure all purchasing is driven through the association financials and no third party involvement.
4. To maintain a central purchasing venue.

Under no circumstances will a purchase be approved or paid that is not in line with the above Bylaw. All members must ensure they understand to the above program.

Vote to Approve:

President:

Vice President:

Secretary:

Corresponding Secretary:

Treasurer:

Executive Member: