

CAPITAL PROCUREMENT POLICY

Policy:

1 POLICY

- 1.01 No expenditure shall be authorized unless the Board of Directors has approved the purchase, either through the budgeting process or through committee designated authority.
- 1.02 All employees shall obtain appropriate authorization for any expenditure of Lansdowne Children's Centre funds.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish internal controls over the authorization of expenses related to the capital project.

3 SCOPE

- 3.01 This policy applies to all individuals authorizing expenditures related to our capital project.

4 RESPONSIBILITY

- 4.01 The Capital Steering Committee of the Board is responsible for ensuring that expenditures related to the capital project made on behalf of Lansdowne Children's Centre represent good value and represent a benefit to the Centre. When necessitated by time constraints, approvals for purchases related to the capital project may be approved by the special sub-committee (see section 6.01 (c)).
- 4.02 The Business Department is responsible for ensuring that no payments are made without appropriate authorization. See also A 5-d-30 – **Cheque Issuance**.

5 DEFINITIONS

- 5.01 "**Capital Project**" means the new building, including planning (design, architectural and functional), costs relating to the purchase of land (survey, testing/sampling), construction and change orders .
 - 5.02 "**Cheque Requisition**" means a form requesting a cheque be prepared for payment of a purchase invoice.
 - 5.03 "**Budget**" means a financial plan outlining expected revenues, expenses and expenditures for fixed assets that is formally reviewed and approved by the Board of Directors.
 - 5.04 "**Service Cost**" means the total dollars spent over the contract term.
-

CAPITAL PROCUREMENT POLICY

Procedure:

6 PROCEDURES

6.01

- (a) Goods and services purchases shall be approved in accordance with limits set out in Policy A-5-b-10, section 7
 - (b) A Selection committee shall be established for the review of the Requests for Proposal up to and including selection of the vendor.
 - (c) The Centre Board may delegate the approval of Capital and Consulting services to a special sub-committee from time to time (for a limited period) due to the nature of the projects. The sub-committee shall be the Committee Chair plus the Treasurer. Should either of these two not be available, the alternate approver would be the Chair of the Board.
-