

New York-New Jersey Trail Conference Procurement Procedure



While managing a project for the New York New Jersey Trail Conference, the need to purchase materials or services may arise. To help manage our cash flow, adhere to grant requirements, and maintain accurate financial records, we need your cooperation in following our Procurement Policy.

All single or combined purchases from a single vendor for material or services that exceed \$100 require a **Requisition Form**. A Requisition Form, available from the office and online, <http://www.nynjtc.org/volunteers/vforms.html>, should be completed by the individual (staff or volunteer) requesting funds and receive approval from the Board Chair, Deputy Executive Director or the Executive Director. As part of this policy, bids from three vendors are requested. If the lowest bid is not recommended, or less than three bids obtained, written justification for the recommended vendor is required. **Quotes should always include any shipping costs.**

The need for a formal purchase order will be determined during the Requisition Form approval process. A purchase order will be produced and sent to the approved vendor by the Deputy Executive Director. If the terms of a Purchase Order need to be altered by more than 5% of the approved price, a written *Change Order* must be approved by the Deputy Executive or Executive Director. All new expenses must be quoted and an authorized approval is required prior to the change be effective.

Additionally, when hiring a contractor, such as a graphic designer or consultant, a contract is required clearly defining the scope of the work, price and terms of payment, delivery date, and deliverables and signed by the Trail Conference Executive Director and the contractor (template available from office). Contractor invoices will not be paid without a signed contract and contractors should be strictly advised not start work until they have a signed contract in hand.

New York-New Jersey Trail Conference Requisition Form



Part I:

General

Name of Requisitioner: _____

Expense Item: _____

Class: _____ Project: _____

Funding Source: _____

Description of Service/Item: _____

Part II:

Quotes: (If less than three (3) quotes or if vendor with lowest price is not chosen , Justification must be given below)

Vendor #1: _____ Amount: \$ _____

Vendor #2: _____ Amount: \$ _____

Vendor #3: _____ Amount: \$ _____

Recommended Vendor (including address, phone, tax ID# & method of payment) & Justification (if needed):

ALL TRAIL CONFERENCE PURCHASES ARE TAX EXEMPT - FORMS ARE AVAILABLE UPON REQUEST

Part III - For Office Use Only

Approved Amount : _____ PO # : _____

Authorized signature : _____ Print Name :

Date : _____

Note : Purchase Order (PO) requirement will be determined upon approval. If required, purchase order will be provided by Deputy Executive Director and sent to the vendor.