

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 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 materials or services that exceed \$100 OR need an upfront check without an invoice require a **Requisition Form**. A Requisition Form, available from the office and online, is to be completed by the staff or volunteer requesting the funds, and must receive approval from the Procurer's supervisor or staff liaison.

As part of this policy, bids from three vendors are requested where applicable. Quotes should include shipping costs. If the lowest bid is not recommended, or less than three bids obtained, written justification for the recommended vendor is required. The New York-New Jersey Trail Conference will make a good faith effort, where financially and logistically feasible, to work with Minority/Women Business Enterprises.

Additionally, when hiring a contractor, such as a graphic designer or consultant, a contract is required clearly defining the scope of the work, price, terms of payment, delivery date, and deliverables, and must be signed by the Trail Conference Executive Director and the contractor. As contractor invoices will not be paid without a signed contract, contractors should be strictly advised not to start work until they have a signed contract in hand. (Please show the contract to Finance and Operations to determine if a COI is needed)

Tips for Completing This Form:

Common General Ledger Expenses: GL Expenses are the expense item where the costs are budgeted and then in Quickbooks where your costs are assigned. Common GLs used at the Trail Conference are:

- Tools - Equipment used out in the field with the potential to be used beyond one project. Also includes safety and first aid equipment, machinery rentals and fuel used in equipment.
- Building Materials - Supplies used at a worksite that will remain as part of the final project. Examples include screws, lumber, rocks, and hauling of lumber, rocks, etc.
- Printing and Production - costs incurred of printing at Staples, printing TrailWalker, printing promotional materials for Development, NOT printing of maps and books
- Supplies - only includes office supplies
- Workshops and Meetings - food for volunteer and committee events
- Pub Costs - costs of third party books, Tyvek purchases, printing of maps or books

Classes

- Trail Programs - for field work, work on grants, advocacy & land conservation
- Publications - for the costs associated with production of books and maps
- Membership - for educating general public, membership renewal efforts
- Fundraising - for grant writing, donor relations, appeal efforts, etc.
- Management and General - Expenses that benefit organization wide, overhead, etc.

Funding source

- Categories include Operations, specific grants, or restricted fund

New York-New Jersey Trail Conference Requisition Form



Part I: General

Today's Date: _____ Expected Date of Purchase: _____

Name of Requisitioner: _____ Project: _____

General Ledger Expense Item: _____ Class: _____

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# if new vendor) & Justification (if needed): _____

Part III: Payment: Select One:

1) Vendor will Invoice 2) Invoice Attached 3) Credit Card Purchase: Name on CC _____

4a) Need Check Payment Upfront for \$ _____ 4b) Will need additional payment

Part IV: Special Instructions: (Write N/A if none)

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

Part V - For Office Use Only

Approved Amount : _____ In Budget (Y or N): _____ Justification If Not In Budget: _____

Authorized signature : _____ Print Name : _____ Date : _____