

Ingersoll Support Services Inc.

Policy: Capital Purchases and/or Engaging in Services

Policy # B 10
Section: Board Governance

Approved by the Board of Directors: *March 19 2009*
Procedure Revision: *May 2012*
Reviewed and Effective: *September 15 2017*

Ministry requirement - yes

The approval of the Ingersoll Support Services Board of Directors is required for capital purchases over \$10,000.00 before applicable taxes. Purchases that are eligible for full or partial funding from the Ministry of Community and Social Services are subject to the tender guidelines established by the Ministry. The Executive Director is responsible for all the expenditures in the approved operational budget.

Procedure:

Capital Grants

1. Expenditures for items over \$1,000.00 and under \$15,000.00 require a minor capital grant application to be submitted to the Ministry of Community, and Social Services, if funding is being requested from the Ministry.
2. Expenditures over \$15,000.00 require a major capital grant application to be submitted to the Ministry, if funding is being requested from the Ministry.

Commitment to Purchase or Engage in Services

1. The Executive Director may purchase or engage in services up to and including \$10,000.00 before applicable taxes.
2. Purchase of any goods or services over \$10,000.00 may be subject to public tendering and the decision to tender is made by the Board of Directors as per Policy B 2, Functions and Responsibilities of the Board of Directors..
3. No expenditures, which go beyond budgeted limit, may be made without Board approval.
4. Essential items of equipment over \$10,000.00, not included in the approved operational budget must be replaced only on an emergency basis and not included in the approved operational budget may be purchased with the approval of the Executive Director and the President of the Board of Directors.