

POLICY TITLE: PURCHASE REQUESTS & SPENDING AUTHORIZATION

POLICY: All purchases made must be for the optimal benefit of New Path Youth and Family Services and will be pre-approved by an appropriate spending authority.

PROCEDURES:

1. All purchases must be pre-approved by the appropriate spending authority. The table below outlines the employees who are authorized as spending authority for purchase limits:

Up to \$500	Supervisor
Up to \$2,000	Executive Assistant & Board Liaison, LITS Supervisor & Finance Supervisor
\$2,000 to \$5,000	Managers
\$5,000 to \$15,000	Manager of Finance, Director of Planning and System Integration, Director of Services, Manager of People and Culture
\$15,000 to \$100,000	CEO
Over \$100,000	CEO and Chair of the Audit Committee or Board Chair

Written quotes are required when the following conditions are met:

Over \$15,000 and less than \$100,000	Three written quotes are required, where practical and possible. If written quotes cannot be obtained, catalogue, website or other verifiable pricing will need to be obtained for comparison and be accepted at the discretion of the CEO, who will update the Board Executive.
Over \$100,000	If the amount of the purchase is greater than \$100,000, an open competitive process is required along with signed approval from the CEO and either the Audit Committee Chair or Board Chair.

2. Employees who do not have spending authority will ensure they have received the appropriate approval for all purchases, prior to making a purchase. Either verbal or written pre-approval is required where the purchase meets the following criteria:
 - a. Verbal pre-approval:
 - Repetitive, predictable, ongoing program goods/services requirements (i.e. groceries in the LITS program, pens and staples, snacks in a weekly program, vehicle oil changes)
 - b. Written pre-approval:
 - All expenses that do not meet the criteria for verbal pre-approval. Written pre-approval must include the supplier, the item(s) being purchased, the estimated amount, the date(s) the purchase pertains to, and what program the purchase is being charged to.

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3. Where written pre-approval is required, employees will forward the spending approval to the Finance department within 10 days of receipt of pre-approval.
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Licensing/Ministry/Accreditation Standard:

ORG-STW-3.1

Approved By:



Manager of Finance

Date:

March 28, 2000

Date Reviewed:

October 28, 2025

Date Amended:

November 20, 2024