

**NORTHERN MICHIGAN REGIONAL ENTITY
ADMINISTRATIVE MANUAL**

POLICY NAME: PURCHASING POLICY
CHAPTER: EIGHT - FINANCE
POLICY #: 08-01-008
EFFECTIVE DATE: January 1, 2014

PURPOSE

To ensure proper control on the disbursements of funds.

APPLICATION

All Northern Michigan Regional Entity operations.

POLICY

Written purchasing procedures shall be established for all purchases. The Chief Executive Officer (CEO) or designee approves purchase requisitions.

The Northern Michigan Regional Entity shall competitively bid the acquisition of major equipment items costing in excess of \$5,000. Equipment purchases of a single item costing less than \$5,000 requires CEO approval. Equipment purchases of a single item costing from \$5,000-\$9,999 require Finance Committee approval. Items costing over \$10,000 require Board approval.

Comparative shopping shall be explored at all times. Three quotations shall be obtained when possible for equipment purchases costing in excess of \$2,000.

REFERENCE

Generally Accepted Accounting Principles for Governmental Units (GAAP)

REVISED:

REVIEWED:

APPROVED: June 19, 2013

Signed copy is on file with NMRE

Dave Schneider
Northern Michigan Regional Entity Chief Executive Officer

Date

Signed copy is on file with NMRE

Joe Stone
Northern Michigan Regional Entity Board Chair

Date