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POLICY NUMBER: 9419 Organizational Purchases

ISSUED: **REVISED:**

PURPOSE:

To control and audit organizational purchases of equipment, materials and services.

BACKGROUND:

No member of St. Jane soccer association except for those authorized individuals approved by the board shall enter any contractual agreement of any type in the name of the organization. Authorized individuals shall seek and obtain approval prior to any and all purchases. Board approval shall be contingent on submitted cost estimates. For expenditures over \$500.00, the three lowest bids shall be submitted to the membership for approval and selection.