**Glocester Land Trust**

**Internal Purchasing Policy**

**Purpose**

The Internal Purchasing Policy contained within this document is designed to ensure that the purchase of all goods, services and works required for the satisfactory operation of the Glocester Land Trust, is handled in a transparent, timely, efficient and effective manner with due regard to the Town of Glocester Purchasing Procedures, which are referenced in this document.

The procurement system works best when planning is integral to the process. Although these procedures provide for emergency or urgent situations, they are based on the idea that the GLT Board of Trustees plan ahead and that most buying is done on a routine basis. For clarification the following definitions apply:

* Emergency Purchase - Goods or services required immediately. Necessary to a current operation vital to health and safety.
* Urgent Purchase - Goods or services required within one week. If not received will seriously impair ability to carry out assigned function.
* Routine Purchase - All requirements other than emergency or urgent.

**Procurement Amounts**

* Purchases totaling $500 or less will require one verbal quote, or catalog price. These purchases will require verbal or written approval by the GLT Chair or Vice-Chair whenever possible, prior to procurement.
* Purchases totaling $501-$1,000 will require three verbal or written quotes whenever possible. Catalog prices are deemed to be written quotes. Routine purchases from $501-$1,000 will require a vote of the GLT Board of Trustees, prior to procurement.
* Purchases totaling $1,001-$5,000 will require three written quotes whenever possible. Routine purchases totaling $1,001-$5,000 will require a vote of the GLT Board of Trustees, prior to procurement.

**Purchase Procedure**

Upon approval of payment of bill/invoice by a vote of the Trustees of the Glocester Land Trust the GLT Treasurer shall complete and sign the appropriate Town Finance Dept form (aka requisition) for payment of such bill/invoice. The Town Finance form shall be accompanied by the original invoice/bill and a copy of the pertinent page of the GLT meeting minutes authorizing payment. In absence of the GLT Treasurer, the Town Finance form may be completed and signed by the GLT Chairperson or Vice Chairperson. The form and related documents shall be submitted to the Town Finance Dept in a timely manner after approval of the expense at a GLT meeting.

In emergency circumstances the GLT Chairperson or Vice Chairperson may complete and submit the Town Finance form for bill/invoice payment without prior approval of the GLT Trustees. The GLT Treasurer may also take this action but only upon the approval of the GLT Chairperson or Vice Chairperson. At the next regular meeting of the GLT the payment of this bill/invoice must be approved by a vote of the Trustees. A copy of meeting minutes indicating payment approval will be submitted to the Town Finance Dept.

A sample motion authorizing the payment of a future invoice for when Bids or Contracts are awarded:

Upon receipt of an invoice from XYZ Co. for an amount not to exceed $xxxxx, and confirmation from the GLT chairperson or designee that all invoiced work is complete, the GLT Treasurer is authorized to submit a purchase requisition form to the Town Finance Dept for payment of the invoice. No further action or vote will be required of the GLT to have this invoice paid.

**Additional Stipulations**

* The GLT will not reimburse Trustees or Volunteers for travel time, mileage, or personal vehicle fuel, or the purchase of alcoholic beverages
* An original or electronic receipt (online purchases) must get given to the GLT Treasurer within 45 days from the date of purchase in order for reimbursement. Receipts received after 45 days from the date of purchase will be approved for reimbursement at the discretion of the GLT Board of Trustees.