



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

Operations Policy

Subject: Contract / Spending Policy
Original Date of Approval: April 23, 1987
Approved by: Board of Directors
Date(s) of Amendment or Replacement: February 2021, October 2023, December 2023, February 2024

Purpose:

The purpose of this policy is to outline the authority, the responsibility, the limits, and the guidelines for SMHC spending and executing contracts.

Scope:

This policy applies to all spending by SMHC for the purposes of carrying out the SMHC mandate.

Authority and Limits:

1. All work supplied by an external proponent over \$10,000 requires a written contract.
2. All contracts \$25,000 and over must be presented to the board for information purposes and contracts over \$75,000 require Board approval.
3. All contracts must be executed by the General Manager and one Executive Committee member.
4. Contracts over \$10,000 but under 75,000 (annual costs) require a minimum of three quotes secured as to the Tender Standard Operating Procedure
5. Contracts \$75,000 (annual costs) and over require a Request for Proposal process.

Payment Approvals:

1. SMHC payments of \$10,000.00 or over will be authorized as follows:
 - a. \$10,000.00 to \$99,999.99 – by the General Manager PLUS one (1) Executive Committee Member.

- b. \$100,000.00 to \$499,999.99 – by the General Manager PLUS two (2) Executive Committee Members.
 - c. \$500,000.00 to \$999,999.99 – by the General Manager PLUS three (3) Executive Committee Members.
 - d. Greater than \$1,000,000 – by the General Manager PLUS four (4) Executive Committee Members.
2. Select vendors may be authorized on an on-going basis for payment via automatic debit or other means. The Finance Committee will provide the Board of Directors annually a list of vendors to review and approve for this.
 3. Any spending over the approved budgeted, contracted, or projected amount needs to be approved by the Board of Directors before being spent.
 4. To move funds between categories of the operating budget requires the approval of the board.