



North York  
Family Health Team

**Policy Number: FNC – 13**

**Approval Date: April 2009**

**Date Reviewed: December 2015**

**BOARD POLICIES & PROCEDURES**

**FINANCE & AUDIT**

**SECTION: Finance Policies**

**SUBJECT: Purchasing**

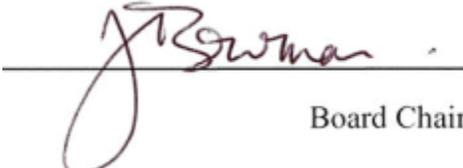
**A. Policy**

The North York Family Health Team (NYFHT) purchases, including capital assets, goods and services, service contracts, consultant contracts, leases and any other financial commitments, must be approved by the Executive Director and/or delegate.

**B. Procedure**

1. Monitoring and approval of all purchases for budgetary purposes is the responsibility of the Executive Director and/or delegate.
2. Any recurring purchases under \$500.00 can be approved by the Executive Director and/or delegate. Any recurring purchase that are in excess of \$500.00 or any non-recurring purchases must be approved by the Executive Director.
3. For purchases over \$500.00 a competitive bid procedure (a minimum three written quotes when possible) will be followed.
4. Any recurring purchase over \$5000.00 (i.e. auditing services, insurance services etc.) will go through the competitive bid procedure every 3 years.

Refer to: Signature and Authorization Policy

  
Board Chair