

Policy
Proposed : 1.9.2017
Approved: 3.6.2017
Revised:



President-Gary Miciche
Vice President-Shane Smith
Vice President-Heather Terech
Secretary-Carrie Unkel
Treasurer-James Vermilye

Broadneck Area Youth Sports

PURPOSE:

To establish guidelines to control and audit organizational purchases of equipment, supplies and services.

PROCEDURE:

No member of BAYS, except those individuals authorized by the Board shall enter into any contractual agreement of any type in the name of the organization. Authorized individuals shall seek and obtain Board approval prior to any and all purchases. Authorized individuals may include sport commissioners or any other representative as authorized by the Board.

For all BAYS sports and any BAYS sanctioned activities (Events), the appropriate sport Commissioner or Director shall prepare the budget and present it to the Board for approval prior to the date outlined in the roles and responsibilities.

-Any purchase not included in the approved budget that is in excess of \$500 must be presented to the Board for approval prior to purchase.

- Any purchase that is requested to be paid from the General Fund must be presented to the Board for approval prior to purchase.

-For other financial or asset requests , such as donations to charitable causes, Board approval is required in advance of any commitment to another organization or event.