

**BATAVIA DEVELOPMENT CORPORATION (BDC)  
PROCUREMENT POLICY rev 2/2014**

A procurement and purchasing policy has been recommended by the independent auditors of the BDC and it is implied by the Authorities Budget Office (ABO), a state-level oversight of local development corporation governance. However, the ABO does not list this item within the "Policy Guidance" nor the "Recommended Governance Practices" sections of its website. When filing the required reports of the ABO, a Procurement Policy is referenced and expected within the ABO's Public Authorities Reporting Information System (PARIS).

As such, the BDC has created this brief policy to establish responsibility, controls and to describe the purchasing process.

**Professional Services**

Professional Services are not subject to a competitive bidding process, but will require BDC Board authorization. A formal MOTION and statement of justification must be adopted by an act of the Board prior to executing a contract of any amount.

**Goods & Services**

<u>Estimated Amount</u>	<u>Method</u>	<u>Authorization</u>
Up to \$1,000	professional discretion	Economic Development Coordinator
Above \$1,000	3 written quotes/proposals	BDC Board MOTION carried by majority

A good faith effort shall be made to obtain the required number of proposals. The purchaser will document all attempts made to obtain the proposals. In no circumstance shall the failure to obtain the proposals through no fault of the purchaser be a bar to the procurement.

**Process**

Purchases that are less than \$1,000 will require an invoice initialed, dated and coded to the appropriate budget line by the economic development coordinator.

Procurement for goods and services more than \$1,000 will require an invoice initialed dated and coded to the appropriate budget line by the economic development coordinator. A copy of meeting minutes identifying the MOTION that authorized the item procurement must be attached.

**ALL** accounts payable will be additionally authorized, initialed and dated by the BDC Board Treasurer prior to submitting to the accounting office for payment.

When an accounts payable check register is provided by the accounting clerk, the economic development coordinator is authorized to provide a final sign-off provided the above requirements were met.

**Credit Card**

Should the BDC obtain a credit card to conduct business, it may be used for procurement as the policy outlines above.

**Bank Signatures**

Two authorizing signatures are on file at the BDC Bank of Record: BDC President and BDC Treasurer. These signatures are electronically printed onto the checks upon completion of approval process above.

MOTION: Susie Boyce                      2<sup>nd</sup>: Tom Dambra  
VOTE: carried                              DATE: February 20, 2014