

Policy 27. Purchasing / Hiring

Reviewed by: Katie Haasen

Current Policy

The Dorchester Minor Hockey Association executive shall approve all purchases by anyone or hiring of anyone from DMHA funds or by or on behalf of DMHA. Any approved purchases shall be made by an executive member and/or a person designated by the executive. All purchases shall be confirmed by receipts, which shall be submitted to the Treasurer for review and reimbursement. All major purchases shall be brought before the executive for approval prior to purchasing, with at least two competitive bids presented for consideration.

While maintaining good financial stewardship, the Dorchester Minor Hockey Association encourages the purchase of goods and services from local businesses and/or businesses that have provided financial or other support to the association in current or past years. All purchases should be in accordance with the ethical business practices policy.

The executive is responsible for the hiring of individuals or groups to assist in the operations of the association as reasonably required. In general, DMHA will not employ any individual in an employer/employee relationship.

Updated Policy

Policy 27. Purchasing/Honorariums

The Dorchester Minor Hockey Association executive shall approve all purchases from DMHA funds, by or on behalf of DMHA. Any approved purchases shall be made by an executive member and/or a person designated by the executive. All purchases shall be confirmed by receipts, which shall be submitted to the Treasurer for review and reimbursement. All major purchases **totally \$1000 or more** shall be brought before the executive for approval prior to purchasing, with at least two competitive **quotes** presented for consideration.

A detailed budget must be presented to the executive for all DMHA events. This includes tournaments hosted by DMHA, fundraising events, and any other event financially supported by the association.

While maintaining good financial stewardship, the Dorchester Minor Hockey Association encourages the purchase of goods and services from local businesses and/or businesses that have provided financial or other support to the association in current or past years. All purchases should be in accordance with the ethical business practices policy.

The executive is responsible for the **confirming** of individuals or groups to assist in the operations of the association as reasonably required. In general, DMHA will not employ any individual in an employer/employee relationship. **Honorariums may be issues for services provided to DMHA by individual(s). All honorariums must be approved by the executive.**

Board and Membership Feedback: