

# Internal Procurement Procedures and Policies Spirit of Ukraine Charity



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Approved By: Becca Jolly

## 1. Purpose

The purpose of this policy is to outline the procedures and guidelines for procurement activities within Spirit of Ukraine Charity to ensure that all purchases are conducted with transparency, efficiency, and accountability, while maximizing the use of resources for humanitarian aid and other mission-critical initiatives.

## 2. Scope

This policy applies to all employees, volunteers, contractors, and any other individuals involved in the procurement process on behalf of Spirit of Ukraine Charity.

## 3. Procurement Principles

Spirit of Ukraine Charity adheres to the following core procurement principles:

**Transparency:** All procurement decisions and processes must be open, fair, and easily traceable.

**Accountability:** Every person involved in the procurement process is responsible for their decisions and must ensure compliance with the policy.

**Cost Efficiency:** All goods and services must be acquired at the most competitive prices without compromising quality or ethical standards.

**Ethical Conduct:** No procurement will engage in conflicts of interest, corruption, or unlawful activities. Fair and equitable treatment of all suppliers must be ensured.

## 4. Procurement Methods

### 4.1 Competitive Bidding

For purchases exceeding \$5,000, competitive bidding is required:

A minimum of three (3) written quotes must be obtained from different suppliers.

Suppliers must be given the same specifications and deadline to ensure fair comparisons.

Selection is based on price, quality, delivery times, and supplier reliability.

### 4.2 Single-Source Procurement

Single-source procurement may be used in the following cases:

No other suppliers are available for the goods or services.

Emergency situations where time does not allow for competitive bidding.

Pre-existing relationships with suppliers who have been vetted for their consistent quality and pricing.

Approval must be obtained from the Executive Director before proceeding with single-source procurement.

#### 5. Supplier Selection and Evaluation

Suppliers must be evaluated based on their pricing, quality, reliability, and ethical standing.

Procurement decisions must be documented, and any deviations from standard procedures must be justified in writing.

Annually, the charity will review supplier performance to ensure standards are met.

#### 6. Approval Authority

Purchases below \$500 can be approved by the department head or project manager.

Purchases between \$500 and \$5,000 require approval from the Executive Director or designated authority.

Purchases over \$5,000 require board approval or, in urgent cases, approval from the Executive Director and one other board member.

#### 7. Documentation and Record-Keeping

All procurement documents, including quotes, contracts, invoices, and approval forms, must be filed and stored for a minimum of five (5) years.

Proper documentation ensures auditability and compliance with legal requirements.

The procurement department must maintain a procurement log for purchases over \$5,000, including supplier details, the nature of the goods/services, amounts paid, and justifications for the supplier selection.

#### 8. Conflict of Interest

Any individual involved in the procurement process must disclose any conflicts of interest (e.g., relationships with suppliers or personal gain). Such conflicts must be declared in writing to the Executive Director before any procurement activity begins.

#### 9. Emergency Procurement

In emergencies (natural disasters, urgent humanitarian aid needs, etc.), procurement procedures may be expedited:

The Executive Director can bypass the competitive bidding process if it jeopardizes the timely provision of aid.

Emergency procurements must still be documented and justified after the fact.

#### 10. Procurement Ethics

Employees and volunteers must avoid accepting any gifts or favors from suppliers.

Bribes, kickbacks, or any unethical practices are strictly prohibited.

Procurement must be conducted impartially and in the best interest of the charity.

#### 11. Supplier Relations

All suppliers must be treated with fairness and transparency. Unfavorable terms of payment or biased treatment of one supplier over another are not permitted.

A contract or formal agreement must be signed with every supplier engaged in long-term or significant-value services or goods.

#### 12. Payment Procedures

Payments will only be processed once goods or services are received and inspected.

The finance department will handle payment disbursements, and all payments require the proper documentation (purchase orders, invoices, and delivery confirmations).

Payments for large amounts (\$5,000+) require dual sign-off from the Executive Director and one additional authorized individual.

### 13. Audit and Review

The procurement process will be subject to periodic internal or external audits to ensure compliance.

Feedback from audits will be used to improve procurement practices and correct any identified issues.

This document will help ensure that procurement activities are standardized and conducted with the highest level of integrity within Spirit of Ukraine.