

Executing the Contract	Section: Procurement Number: 1.15
Approved: April 11, 2022	Page: 1 of 1
Revised:	Scope: All Employees

POLICY:

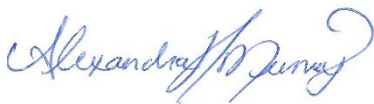
To ensure a formal process for procurement contracts is in place in the event time is of the essence.

PROCEDURE:

The agreement with the successful supplier will be formally defined in a signed written contract before the provision of supplying goods and services commences.

Should an immediate need exist for goods or services (i.e.: Health & Safety), and the contract cannot be finalized as described, an interim purchase order may be used. The justification of such a decision must be documented and approved by the Executive Director, following consultation with CLO's Finance Committee and Finance Director.

Approved by:



April 11, 2022

Executive Director

Date



April 11, 2022

Board President

Date