

Establishing the Contract	Section: Procurement Number: 1.16
Approved: April 11, 2022	Page: 1 of 1
Revised:	Scope: All Employees

POLICY:

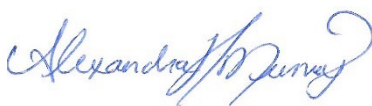
To ensure that all procurement contracts are written and signed prior to commencement of services.

PROCEDURE:

CLO and the successful supplier will finalize and sign off a formal written contract, as was released with the procurement document prior to the commencement of services.

In circumstances where an alternative procurement strategy has been used (i.e.: form of agreement was not released with the procurement document), the contract with the successful supplier must be defined formally before the supplying of goods or services commences.

Approved by:



April 11, 2022

Executive Director

Date



April 11, 2022

Board President

Date