

Contract Management	Section: Procurement Number: 1.22
Approved: April 11, 2022	Page: 1 of 1
Revised:	Scope: All Employees

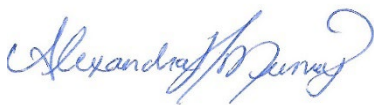
POLICY:

To ensure that procurement contracts are managed in a responsible and effective manner.

PROCEDURE:

- Payments are made in accordance with the provisions of the contract
- All invoices contain detailed information sufficient to warrant payment
- Overpayments must be recovered in a timely manner
- Assignments must be properly documented
- Supplier performance must be managed and documented; any performance issues must be addressed
- Disputes must be managed with the suppliers throughout the life of the contract as outlined in bid resolutions
- For services, establish clear terms of reference for the assignment. The terms should include: objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements and knowledge transfer requirements
- Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses

Approved by:



April 11, 2022

Executive Director

Date



April 11, 2022

Board President

Date