

## **POLICY - PROCUREMENT**

### **Purpose of Policy**

The purpose of this Eastern Community Broadcasters Inc. hereafter referred to as Radio Eastern fm policy is to provide guidance for station purchases with an overall value in excess of five hundred dollars (\$500).

### **Background**

To assist the Finance Group on behalf of the Committee of Management (CoM) in maintaining transparency within the organisation's accounts it is necessary for all purchases to be documented.

### **Policy**

The intention is that the procurement for the station will be on an advanced basis, so CoM would expect to see a plan for that procurement.

Items of between \$100 and \$500 shall be supported by an official order issued by the Finance Group prior to submission for purchase to a supplier unless an agreed exemption exists.

Exemptions shall be determined by the Finance Group with the intention of maintaining transparency associated with reoccurring monthly or yearly operational expenses.

This Policy is supported by the Procurement Procedure(s);

Policy reviewed and updated: 06-03-2025