

**Wyandanch Community Development Corporation**  
**Procurement Guidelines**  
**January 2010**

- WCDC shall purchase products, tools, services and equipment from local businesses whenever financially feasible.
- WCDC shall avoid purchasing equipment that has an option to buy and/or lease to own.
- Purchases that are not deemed an 'Emergency Purchase' and is over the amount of \$1,000.00 shall require the solicitation of at least two price quotes. Quotes may be received via fax, e-mail, verbal or written. If two quotes are unobtainable, the quote requirement shall be waived so the purchase can be made.
- Any purchase that is not classified as an 'Emergency Purchase' and is over the amount of \$5,000.00 shall require the solicitation of at least three quotes and will necessitate the approval of the Board of Directors. Quotes can be received via fax, e-mail or written. In the event three quotes cannot be obtained, it is up to the Board of Directors to waive the requirement and authorize the purchase.
- 'Emergency Purchases' of \$10,000.00 or less can be authorized by the Executive Director upon verbal approval of the Board Chairperson or the Vice Chairperson. In the event the Board Chairperson or the Vice Chairperson cannot be contacted for authorization, the Executive Director shall have the authority to make the 'Emergency Purchase'.
- 'Emergency Purchases' are any purchases for heating, and/or electrical equipment/services necessary to ensure the safety of our tenants, employees, or the ability to keep the facility functioning properly. The Board of Directors shall be notified by the Executive Director within 48 hours of the purchase and provide a detailed account regarding the reason for the purchase.
- Purchases required for a specific tenant projects and are not the financial responsibility of the agency can be made by the Executive Director in any amount up to \$3,000.00. The amount will then be billed back to the tenant on a separate invoice. Purchases over \$3,000.00 require the approval of the Board of Directors and the tenant prior to the purchase. Both parties will give their authorization to whether or not to proceed by way of fax, e-mail or in writing.
- Purchases over the amount of a pre-approved contracted and/or budgeted amount will require the approval of the Board of Directors.