

DEPARTMENT OF MUSEUM VOLUNTEERS
PURCHASING POLICY

Preamble:

The purpose of the purchasing policy is to describe general standards, roles and responsibilities for the establishment of fair and equitable purchasing practices.

Policy:

In the acquisition of goods and services, members will:

- Act in a clear, objective and equitable manner consistent with the principles of sound business practice.
- Seek to obtain maximum value for each dollar disbursed.
- Follow normal competitive sourcing procedures, minimizing single sourcing.
- Avoid any conflict of interest, or the appearance of any conflict of interest, in the selection of suppliers and contractors.
- Ensure that donations, including donations from a member's business, are made unconditionally.
- Make purchases through the ROM Purchasing Department in accordance with the ROM's purchasing policy.

The decision to obtain supplies, equipment and services is the responsibility of the President or Section / Committee Chair, who shall ensure that expenditures for goods and services are handled in a publicly accountable manner and in accordance with the DMV Financial Control policy.

Related Policies:

DMV Financial Control
ROM Financial Control
ROM Purchasing

