Purchasing Procedures

In order to assure proper, internal spending controls, Officers and Directors are the only authorized FYAA members to purchase goods and services for the organization. Officers and Directors are responsible for spending only what is allowable within their approved budget.

Officers and Directors must obtain approval by the FYAA membership at a monthly meeting to purchase an item or items valued at $50.00 or more.

Any purchase of an item or items valued at less than $50.00 without a Purchase Order must be for emergency purposes or of a necessity for the Officer or Director to fulfill the responsibilities of their office. Team Managers must obtain prior authorization from an Officer or Director prior to purchasing an item or items valued at less than $50.00. Directors are responsible for managing the expenses and approving purchases (equitably across the Divisions they oversee if more than one Division) within their approved budgets for the year. Repeated practice of purchasing items in this manner will be considered an abuse of this procurement system and will lead to further review of this procedure.

Any purchase made by an Officer or Director from their own money will not be reimbursed unless the purchase follows the guidelines described above. Reimbursement will be made to Officers and Directors who follow the above procedures and have the required receipts.

A Purchase Order must be completed and submitted to the Treasurer for written approval once FYAA membership has approved the purchase. The Purchase Order must be signed and dated by the Officer or Director who is requesting the purchase and co-signed and dated by the Treasurer. Any purchase of an item or items valued at $500.00 or more must be signed and dated by the Officer or Director who is requesting the purchase and co-signed and dated by the Treasurer and President.

As a 501(c)(3) charitable organization, FYAA is exempt from sales tax. Our tax identification number is x xxx-xx-xxxx. The sales tax exemption may only be used for legitimate and authorized business purposes. Any personal use of the sales tax exemption is strictly prohibited.