

## **STATE PURCHASES AND CONTRACTS**

### **PURPOSE:**

The purpose of this policy is to ensure that the correct procedures are followed for purchases and proposed contracts involving Pennsylvania MD 14 Statewide activities are being reviewed by the State General Counsel prior to such contracts being signed.

### **GENERAL**

1. Normal and routine purchases for goods and services less than \$1,000 will be approved by the State Administrator.
2. Normal and routine purchases for goods and services of \$1,000 to \$2,500 need to be approved by both the State Administrator and the State Council Chairperson.
3. All expenditures of funds exceeding \$2,500 for goods and/or services requires a minimum of three (3) written bids. Blank bid forms shall be supplied to the bidders upon request. **Note: The State Council Chairperson and the State Administrator are authorized to handle emergencies and exceptions to this policy.**
4. All bids must be submitted to the PA Lions State Office for MD 14 Projects/Activities. The bids must be submitted in sealed envelopes or packages, **CLEARLY MARKED "BID"**, to the attention of the State Administrator.
5. The State Administrator is to stamp the date of receipt on the outside cover of the envelope or package and maintain custody of the unopened bid forms until such time as they are to be publicly opened per a pre-scheduled date.
6. This policy shall apply to all written contracts and/or bids being negotiated by representatives, committee chairpersons, coordinators and other Lions of MD 14 statewide projects, activities, programs or other Council of Governors sanctioned activities.
7. All contracts shall be forwarded to the PA Lions State Office for review, prior to being forwarded to the Council of Governors appointed State General Counsel, for their review, and prior to being signed by an authorized representative of State Council.
  - a. All contracts shall be signed by the State Administrator and/or State Council Chairperson as directed by the Council of Governors.
  - b. Contracts for State Conventions and State Council meetings shall be signed by the State Administrator after the proposed location has been approved by the State Administrator.
  - c. The Host Committee Chairperson for the State Conventions and State Council Meetings **IS NOT AUTHORIZED TO SIGN ANY CONTRACTS.**
  - d. If the Host District is providing hospitality or entertainment with funds provided by the district, this contract shall be signed by the District Governor or the Host District Chairperson.

8. The State General Counsel shall review all contracts to see that all the terms within said contracts presented for review are consistent with the Constitution and By-Laws and State Council Policies and are correct and ready for signing.
9. The State General Counsel shall, in cooperation with the submitting party or parties, see that all legal and other requirements of MD 14 for the consistent operation of subject activity or project is written within said contract.
10. Should no agreement be consummated between the State General Counsel and the opposite party, then the contract shall be submitted to the Council of Governors for their review. The Council of Governors shall have the final say when such opposition occurs.
11. The Pennsylvania State Trading Pin and any other proposed pins or banners by any other state committee shall adhere to the following procedure:
  - a. Present the pin or banner idea and design to the Council of Governors for their approval.
  - b. If the Council of Governors approves the idea and design, then three bids shall be obtained from an approved Lions Clubs International manufacturer.
  - c. The Council of Governors shall then approve the trading pin or banner and the number of pins to be ordered.