

Draft Policy for Contracts with TCPVA

Contracts for Services and Goods

Whereas the Toronto Catholic Principals' and Vice-Principals' Association (TCPVA) provides various member services; and

Whereas vendors and other businesses may require a signed contract or deposit in advance for goods and services; and

Whereas TCPVA requires clear and appropriate documentation for all financial members; and

Whereas the TCPVA wishes to indemnify members, employees and contractors who act on its behalf in order to provide member services

The following policy shall apply:

1. Any contract or deposit over \$250 requires the approval of the executive committee for services that are approved in the annual budget.
2. Any contract over \$250 must be signed by the TCPVA President and Treasurer.
3. Any deposit over \$250 must be paid with a cheque issued by TCPVA unless a credit card payment is required by the vendor.
4. Any invoice over \$250 must be paid with a cheque issued by TCPVA unless a credit card payment is required by the vendor.
5. The TCPVA Policy for Expense Claims shall apply for reimbursements of approved credit card purchases made on behalf of TCPVA and authorized by the TCPVA President and Treasurer.