



Title: Purchasing Policy	
Effective Date: July 1, 2004	Page 1 of 2

**A. Policy**

The mission of the Illinois Law Enforcement Alarm System (ILEAS) is to meet the needs of law enforcement throughout the State of Illinois in matters of mutual aid and emergency response. As such, equipment and materials will be required from time to time to assist in this mission. Procurement of vital equipment and materials is time sensitive and requires a policy that affords maximum flexibility in making acquisitions. When, in the sole discretion of the ILEAS Board, it is determined that a purchase is in the best interest of the membership, the Board may authorize purchases which are not the lowest competitive bid due to the quality, support of service, timeliness in delivery or other such reasonable factors.

**B. Purpose**

The purpose of this document is to outline the ILEAS acquisition and purchasing policy and procedure.

**C. Procedure**

**1. Executive Board**

- a) All authorizations and contract for purchase must be signed by two Executive Board members (President, Vice President, Secretary, Treasurer) or one Executive Board member and the ILEAS Executive Director. In an emergency situation where it is not possible or feasible to get written authorization, such authorization may be authorized *nonc pro tunc* ("legally binding as though then") by two Executive Board members or one Executive Board member and the Executive Director.
- b) Any ILEAS Board member who has a potential conflict of interest shall specifically recuse himself from the Board action on that matter.
- c) The Executive Board will establish a Budget Committee that will meet monthly to review budget issues. The Treasurer and the Executive Director are mandatory Budget Committee members.
- d) Committees and the Executive Board will do the research and work with vendors on specifics, but the Executive Director will place the actual order after gaining authorization pursuant to the established purchasing process.

**2. Executive Director**

- a. The Executive Director will keep the Treasurer and the Executive Board informed during the entire purchasing process.

President Signature:

Vice-President Signature:

- b) The ILEAS Executive Director and Executive Board will work closely with staff from the Illinois Emergency Management Agency (IEMA) with regard to grant and purchasing processing.
- c) The Treasurer and the Executive Director, with assistance and guidance of the IEMA staff will develop and publish an established purchasing and acquisition process.
- d) The Executive Director and the Treasurer will supply the Board with monthly financial statements regarding all aspects of the ILEAS budget.

### 3. Purchasing

- a) The Board may authorize equipment purchases of items with a cost of less than \$10,000 without competitive bids.
  - b) No purchase is made without an ILEAS Purchase Order number.
  - c) No equipment will be distributed without a signed receipt.
  - d) All equipment distributions will be centralized as much as possible.
  - e) A purchasing package will be developed and maintained by both the Treasurer and the Executive Director.
  - f) All items required by ILEAS may be purchased from vendors listed on the State of Illinois contract as developed by the Department of Central Management Services or other government contracts as established by law.
  - g) All items required by ILEAS may be purchased from any vendor, regardless of location, to meet the needs of ILEAS
  - h) All purchases made outside the State or other governmental purchasing contracts shall require a statement of justification by the Board as a matter of record if the competitive bid process is not used.
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