

# American Legion Auxiliary

## NATIONAL POLICY

### Purchasing

Reviewed by: National Finance Committee

Reviewed On: 02/21/2020

Approving Body: National Executive Committee

Date Approved: 08/29/2020

Next Review Date: Spring 2022

### Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to implement and follow purchasing practices of the highest ethical standards while achieving acquisitions at the lowest reasonable cost in order to conduct the business of the American Legion Auxiliary (ALA) and advance the mission of the ALA.

### Definitions

#### Immediate or Urgent Need

Justification for a purchase made in exception to these policies due to circumstances beyond a reasonable person's control or that could not have been foreseen in time to follow standard purchasing policies and procedures.

#### Sole Source Procurement

Justification for a purchase when there is only one party or firm that can provide the required service or supply.

#### Trial Basis Equipment

Equipment obtained from vendors and used for demonstration or evaluation purposes.

### Policy

1. Purchases by and on behalf of the ALA must comply with applicable Federal and State statutes and current ALA policies and procedures.
2. The ALA NHQ management shall negotiate and enact fair and reasonable contracts for the procurement of quality goods and services.
3. The purchasing of goods or services that personally benefit the private interest of members of the governing board, national officers, national chairs, members of a committee with governing board delegated powers, national appointees, and National Headquarters staff shall not conflict with the adopted ALA National Conflict of Interest Policy.

4. The purchasing of goods or services for the ALA by any ALA compensated National Officer or ALA NHQ staff from a third party that is an immediate family member of the officer or staff member shall be in strict compliance with the ALA Conflict of Interest Policy.
5. No ALA compensated National Officer or staff member of the ALA NHQ shall have any personal financial interest(s), directly or indirectly, in any contractor, company, corporation, or organization that furnishes goods and services of any kind to the ALA.
6. Purchases and requests for quotations or proposals shall be transacted, negotiated, or conducted by the Executive Director or their designee.
7. All contracts under consideration must include standard written quotations, terms and conditions.
8. The Executive Director or ALA NHQ designee may, at their discretion, utilize formal or informal bid solicitations in the course of procurement.
9. All contracts shall be reviewed and approved by the Executive Director prior to execution, and in accordance with the ALA National Contract Approval and Signature Authority Policy.
10. The Executive Director has discretion to waive competitive bidding requirements in certain situations, including but not limited to, as defined as, Immediate, Urgent Need, or Sole Source Procurement.
11. All moving, handling, transportation and applicable installation costs as defined as Trial Basis Equipment shall be the sole responsibility of the vendor.
12. No ALA National Officer or ALA NHQ staff member shall accept any gift, token, membership, gratuity or service valued at \$50 or more from a vendor of the ALA. Suspicions of conflicts of interest or the inappropriate acceptance of gratuities or gifts or breach behavior that might compromise the buyer-vendor relationship by a National Officer shall be reported to the ALA National Audit Committee Chairman. Suspicions of conflicts of interest or the inappropriate acceptance of gratuities or gifts or breach behavior that might compromise the buyer-vendor relationship by an ALA NHQ staff member shall be reported to the Director of Human Resources.

Date Revised	Description of Revision	Approved by
2-21-2020	Consistent use of IRS nonprofit definition;	FC
2-21-2020	Replaced “National Secretary” with “Executive Director” throughout	FC
2-21-2020	#2, added “management”	FC
2-21-2020	#3 Removed “The purchasing of goods or services that personally benefit any ALA compensated national officer or ALA NHQ staff shall be strictly prohibited.”	FC
2-21-2020	#4 Removed “The purchasing of goods or services for the ALA NHQ by any ALA compensated national officers or ALA MHQ staff from a third party that is an immediate family member of the officer or staff member shall be strictly prohibited.”	FC
2-21-2020	#6 Removed “by the ALA NHQ’s Authorized Purchasing Agent (APA), ALA National Secretary, ALA National Treasurer, or ALA NHQ Director, or his/her designee” and replaced with “Executive Director or their designee.”	FC
2-21-2020	#8 Removed “ALA NHQ’s APA, ALA National Secretary, ALA National Treasurer, or ALA NHQ director” and replaced with “Executive Director or ALA NHQ designee.”	FC
2-21-2020	#9 Removed “finalization and signing” and replaced with “prior to execution”	FC
2-21-2020	#10 Removed “ALA National Secretary, National Treasurer, or ALA NHQ’s APA” and replaced with “Executive Director”	FC
2-21-2020	#11 Removed “trial, loan, or demonstration equipment” and replaced with “ as defined as Trial Basis Equipment”	FC
2-21-2020	#12 Removed “ALA NHQ staff or ALA compensated national officer” and replaced with “ALA national officer or ALA NHQ staff member”; line # 2 replaced “\$25” with “\$50”; replaced “ALA NHQ” with “ALA.”; removed “shall be reported to any member of the ALA National Audit Committee as outlined in the American Legion Auxiliary National Whistleblower policy and procedures.” inserted “by a National Officer shall be reported to the ALA National Audit Committee Chairman. Suspicions of conflicts of interest or the inappropriate acceptance of gratuities or gifts or breach behavior that might compromise the buyer-vendor relationship by an ALA NHQ staff member shall be reported to the Director of Human Resources.	FC