



## **CONTRACTING POLICY**

The CCIM CO/WY Chapter, from time to time, will contract for services with third party providers. Third party providers may be, but are not limited to:

- Hotels
- Restaurants
- Media/Advertising
- Instructors/Speakers
- Telephone Vendors
- Storage Unit facilities
- Professional Contractors
- Registrations
- Flight Arrangements

The Executive Director has been given the authority by the Board of Directors, to sign such contracts on behalf of the Board, providing that the contracts do not exceed the budgeted amount previously approved by the Board of Directors.

If the Executive Director is not available, any individual Officer of the Board may sign contracts that do not exceed the budgeted amount previously approved by the Board, providing they are not also a committee chair, in order to avoid a conflict of interest.

If the contract exceeds the budgeted amount previously approved by the Board, or may potentially compromise the anticipated budget, the contract must be brought to the Board for approval.

Event venues must be contracted 120 days prior to the date of the event. If the venue cannot be contracted in advance, an alternate venue must be selected. Any contracting or purchasing where advance contracting provides the chapter a financial advantage, such as flight arrangements or conference registrations, should be done in advance.

If any committee requires an exception to this policy, the request must be brought to the Board at least 120 days prior to the event. An exception may be granted for 30 days, ensuring that the event is contracted within 90 days.

The Executive Director Contract may not be executed by the Executive Director, and must be presented to the Board for approval.

Taxes are to be signed by the President for the tax year.