

Bexar County Master Gardeners

SUBJECT: F-3 – Purchase Authority

POLICY:

The following members of the Bexar County Master Gardeners (BCMG) leadership team and the Bexar County Extension Agent will be authorized to make purchases with the indicated limitations.

Position	Purchase Limitation (per transaction)
President	\$1,000
Vice President (in the absence, or by the consent, of the President)	\$1,000
Master Gardener Training Coordinator	\$500
Water Conservation Coordinator	\$500
Bexar County Extension Agent (plants & horticulture supplies only)	\$3,000
Rodeo Committee Chair (with time-limited Board approval only)	\$500

Any single purchase in excess of this limitation requires approval of the Board of Directors prior to executing the purchase or contracting for services.

All contracts for continuing services including, but not limited to, professional services and rental contracts will be costed out and purchase limitations will apply as provided above.

RATIONALE:

This policy establishes the authority for purchase authority for the Bexar County Master Gardeners. It also allows for authorization for the Bexar County Extension Agent assigned to BCMG to purchase plants or horticulture supplies for BCMG plant sales only and for the Rodeo Committee Chair to purchase items, as required, for the efficient operation of the rodeo plant sales and events.

DATE APPROVED: 11 June 2020

DATE REVIEWED: