

# SWAN Administrators' Council Financial Policies

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## SWAN COUNCIL POLICY PURCHASING

1. The SWAN Executive Director is delegated the authority to purchase any item (not required to be bid by law) that has been approved by SWAN Members within the limits of the fiscal year budget or by Membership vote.
2. SWAN Council shall authorize the SWAN Executive Director and SWAN Staff designated by the Executive Director to use SWAN credit card(s) for purchases authorized within the budget or by Membership vote. Prior authorization of the SWAN Executive Director, or SWAN Council President in the Director's absence, is necessary before using any credit card, and documentation concerning all credit card use shall be maintained in the SWAN Business Office.
3. Where purchase is required by law to be on the basis of competitive bids the purchase will be made on the basis of the lowest bid or quotation received from a responsible supplier whose product or service meets the bid or quotation specifications and whose record of service indicates a satisfactory contract or order performance. Further the SWAN Council reserves the right to reject any or all bids.
4. SWAN will not conduct business with any vendor having an affiliation with any SWAN employee, or current council member that may result in material financial gain for that employee/council member.