



TEMISKAMING SHORES MINOR HOCKEY ASSN.

**THIS POLICY APPLIES TO ALL MEMBERS REGISTERED WITH
THE NOHA AND OWHA WITHIN TSMHA**

PURCHASING POLICY

- No member of TSMHA executive may charge anything to TSMHA unless they provided a signed purchase order from the treasurer.
- No one will be reimbursed for purchases made without knowledge of the treasurer. If verbal consent has been given, all proper receipts must be attached to a cheque requisition in order to be reimbursed.
- Purchase orders can be acquired through email for purchases under \$200.00. Purchases over that amount must be discussed and passed by the TSMHA executive. Exception given only to the tournament coordinator for purchasing prizes.
- NOHA Tournament of Champions committees must follow the same procedures. No purchases shall be made without proper authorization.

REVISED 2015