



New York-New Jersey Trail Conference Procurement Form

Part I: General (See next page for assistance)

Today's Date: _____ Expected Date of Purchase: _____ Name: _____

Description of Service/Item: _____

For Office Use:

Expense Item: _____ Class: _____

Funding Source/Project : _____ Corps: All NYS NJ

Part II: Quotes (include shipping if applicable): If less than three (3) quotes or if vendor with lowest price is not chosen, justification must be given below. Remember - NO tax!

Vendor #1: _____ Amount: \$ _____

Vendor #2: _____ Amount: \$ _____

Vendor #3: _____ Amount: \$ _____

Recommended Vendor (including address, phone, tax ID# if new vendor) & Justification (if needed): _____

Part III: Payment: Select One:

1) Vendor will Invoice 2) Invoice Attached 3) Credit Card Purchase: Name on CC _____

4a) Need Check Payment Upfront for \$ _____ 4b) Will need additional payment

5) Volunteer will submit for reimbursement

Part IV: Special Instructions: (Write N/A if none; Approver may also include instructions)

ALL TRAIL CONFERENCE PURCHASES ARE TAX EXEMPT - FORMS ARE AVAILABLE UPON REQUEST

Part V - For Office Use Only

Approved Amount : _____ In Budget (Y or N): _____ Justification If Not In Budget: _____

Authorized signature : _____ Print Name : _____ Date : _____



New York-New Jersey Trail Conference - Procurement Procedure

revised Jan 2022

To adhere to grant requirements and maintain accurate financial records and controls, we need your cooperation in following our Procurement Policy when making purchases for Trail Conference projects. All purchases from a single vendor for materials or services that exceed **\$250** OR needing a check in advance of an invoice require a **Procurement Form** on the following page. A Requisition Form is to be completed by the staff or volunteer requesting the funds, and must receive approval from the Procurer's supervisor or staff liaison.

Bids from three vendors are requested where applicable. If the lowest bid is not recommended, or less than three bids are obtained, written justification for the recommended vendor is required. We will make a good faith effort, where financially and logistically feasible, to work with Minority/Women Business Enterprises.

As the Trail Conference is a registered nonprofit in NY and NJ, we do NOT pay sales tax in these states. If needed please contact the Finance team to obtain the appropriate tax- exempt form.

When hiring a contractor, such as a graphic designer or consultant, a contract is required defining the scope of the work, price, terms of payment, delivery date, and deliverables, and must signed by the Trail Conference Executive Director and the contractor. Please also ensure a signed W9 form is received from the contractor. As contractor invoices will not be paid without a signed contract, contractors should be strictly advised not to start work until they have a signed contract in hand. (Please share the contract with the Finance and Operations to determine if a Certificate of Insurance is needed.)

Tips for Completing This Form:

Expense Items: The expense item is the name assigned in the budget and in our financial management system. Commonly used expenses at the Trail Conference are:

- Tools - Equipment used out in the field with the potential to be used beyond one project. Also includes safety and first aid equipment, machinery rentals and fuel used in equipment.
- Building Materials - Supplies used at a worksite that will remain as part of the final project. Examples include screws, lumber, rocks, and hauling of lumber, rocks, etc.
- Printing and Production - costs incurred of printing at Staples, printing TrailWalker, printing promotional materials for Development, NOT printing of maps and books
- Supplies - only includes office supplies
- Workshops and Meetings - food for volunteer and committee events, Wilderness First Aid and other instructor led trainings
- Pub Costs - costs of third-party books, Tyvek purchases, printing of maps or books

Classes - Classes are a way that we track activities for managerial and audit reporting. Our classes are:

- Trail Programs - for field work, trail maintenance activities, conservation
- Volunteer - for the recruitment, recognition, seasonal reporting (NOT the on-the-ground work; that would be trail programs, or stewardship)
- Stewardship - advocacy & land, ecological stewardship / invasive management (trail stewards should be classified as Outreach)
- Publications - for the costs associated with production of books and maps
- Outreach - trail stewards / educating general public, Trail Walker, signage and visibility
- Fundraising - for grant writing, donor relations, appeal efforts, etc.
- Management and General - Expenses that benefit organization wide, property and HR, for example.

Funding source - What funds are going to cover the project?

- Categories include Operations, specific grants, or restricted funds