

POLICY TITLE	Purchasing	POLICY #	POL-FO-FI-006
APPLIES TO / SCOPE	All ChildFund International (Country Offices (CO), COs with Fundraising Offices, and International Office (IO))	POLICY OWNER	Treasurer
SUPERSEDES	Expenditure and Disbursement Policy POL-FO-FI-003	CREATION DATE	October 15, 2019
APPROVAL	CFAO	EFFECTIVE DATE	December 5, 2019
NEXT REVIEW DATE	December 5, 2022	RELATED PROCEDURE	Purchasing Procedure PRO-FO-FI-006

1. PURPOSE

The Purchasing Policy and the associated Purchasing Procedure establish minimum standards for purchasing activities at ChildFund to ensure transparency, accountability, value for money, and efficiency; compliance with related corporate policies and procedures, donor requirements, and applicable laws and regulations; as well as to promote regard for the environment. Local laws or donor requirements may be stricter, and if so, will mandate additional requirements for purchasing as deemed appropriate by ChildFund’s local entities.

2. POLICY

- 2.1 Purchases of goods and services must have a valid business purpose and be necessary, made on a competitive basis as defined in the Purchasing Procedure, free of any conflict of interest, and approved prior to any commitment to purchase.
- 2.2 Purchasers must purchase only acceptable quality items available at a reasonable cost for the required specifications or provide an approved rationale for an exception, if allowed in the Procedure, prior to committing to a purchase.
- 2.3 Purchasers and approvers must follow all applicable ChildFund Policies and Procedures and relevant laws and regulations.
- 2.4 Any permitted exceptions to the purchasing policy and procedure must be properly approved and documented prior to a purchase.
- 2.5 Where a service provider or contractor is expected to encounter children or child-related data, the authorized purchaser in advance needs to comply with applicable provisions of the Child Safeguarding Procedures GHR-PRO-080.
- 2.6 All purchases made for travel shall be done in accordance with the Corporate Travel Policy (POL-FO-FI-002).
- 2.7 Proper internal controls will be maintained to ensure only valid and authorized payables are paid and recorded in compliance with policy and applicable laws and regulations.
- 2.8 Payment by cash is generally not allowed.

3. DEFINITIONS - none

4. RESPONSIBILITIES

- 4.1 All ChildFund employees are responsible for understanding and applying this policy and its associated procedures for all purchasing activities.

5. EXCEPTIONS

- 5.1 Any exceptions to this Procedure must be adequately documented and approved prior to any financial commitment and can only be approved by the President/CEO or CFAO.

6. RELATED REGULATORY REQUIREMENTS

- 6.1 The Foreign Corrupt Practices Act of 1977, as amended.
- 6.2 The USA PATRIOT Act of 2001, as amended.
- 6.3 US Code of Federal Regulations Title 2 Subtitle A Chapter II Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (a/k/a Uniform Guidance), as periodically updated.