***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Finance **CODE: B-12**

SUBJECT: Procurement Committee **EFFECTIVE:**

**COORDINATOR: Business Manager**

**Internal Procurement Committee Policy**

An Internal Procurement Committee (IPC) shall be established by ADCOM. This committee will comprise of 3-5 selected staff and ADCOM members which shall be in charge of purchases of Fixed Assets above the threshold set by the Board and in accordance with Policy B-6. This committee shall convene monthly or as needed.

The IPC shall be charged with:

1. Approving purchases of Fixed Assets according to the above policy
2. General pre-qualification of regularly used vendors and approval of contracts
3. Reviewing and monitoring the purchasing processes procedure (Policy B-11.1)
4. General purchasing-related recommendations to ADCOM

The decisions for purchasing Fixed Assets will be recommended to ADCOM and the Board for final approval according to the value thresholds outlined by the Board of Directors.

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_