

RMSAWWA PROCUREMENT POLICY

Issue Date: January 21, 2026

Policy All purchases utilizing RMSAWWA funds shall adhere to established procurement standards to promote transparency, accountability, and alignment with the Section's mission and governing policies.

Purpose This policy establishes guidelines for the use of Section funds in making purchases and outlines the procedures that volunteers must follow when expending RMSAWWA resources.. While approved committee budgets authorize the purposes for which funds may be allocated, these procurement procedures govern the specific processes for executing those expenditures.

Objectives

1. Ensure open and fair competition in all procurement activities, avoiding preferential treatment or restrictive practices.
2. Prevent duplication of purchases, verify cost reasonableness, and confirm compliance with AWWA and RMSAWWA policies through review by the Executive Director or designee.
3. Require volunteers to adhere to RMSAWWA's Ethics and Conflict of Interest policies during all procurement-related activities.

Authority and Responsibility The Executive Director, or their designee, holds primary authority for reviewing and approving purchases. RMSAWWA staff are responsible for processing all orders and payments or granting approval for volunteer purchases. Volunteers, including Committee Members, Chairs, and Co-Chairs, are not authorized to make purchases or place orders with Section funds without specific prior approval. All procurement requests must be routed through RMSAWWA staff.

Brand and Design Standards The Executive Director retains final approval authority over all products or materials incorporating the RMSAWWA or AWWA brand and/or logo, including placement, size, colors, design, and related elements. All branded printed materials and purchased items must include the RMSAWWA logo and comply with the [RMSAWWA Branding Guidelines](#). *To ensure compliance, all promotional materials and items (i.e. flyers, graphics, promotional items (swag) must be reviewed by Staff prior to final design or purchase.*

Vendor Selection To ensure consistency, quality, and responsible use of funds, RMSAWWA utilizes vendors with established relationships. *Committees shall use these approved vendors for all promotional purchases unless an exception is authorized.* All vendors must comply with RMSAWWA's [Ethics](#) and [Conflict of Interest](#) policies.

Use of Personal Funds Volunteers are strongly encouraged to avoid using personal funds or credit cards for Section expenses. ***RMSAWWA is not obligated to reimburse expenses purchased on personal credit cards which are not pre-approved, or which do not otherwise comply with these guidelines.***

Reporting All procurement transactions shall be documented and tracked by RMSAWWA staff to maintain transparency and facilitate audits. A standardized workflow, including an online purchase request form will be available on the RMSAWWA website.

PURCHASE APPROVAL PROCESS:

Committee volunteers who are planning to spend Section funds (budgeted expenses) must first obtain approval from Staff. Such approvals will address factors such as use of Section logo, vendor selection, and payment arrangements.

Please adhere to the approval process below for all purchases. ***The following exceptions apply, provided they are in the approved committee budget:***

- Small social gatherings (e.g., food or drinks) totaling under \$200
- Purchases totaling under \$100
- Preapproved travel expenses ([RMSAWWA Travel Policy](#) applies)
- Rocky Mountain Water Conference (separate policy TBD)

Activities covered under this policy include but are not limited to: Committee/conference social events/happy hours, branded promotional items (i.e. swag), event supplies, giveaway items/handouts, award-related items, and printed materials.

Steps to Obtain Procurement Approval:

1. Volunteers must submit an electronic Procurement Request Form found on www.rmsawwa.org (found under Committee Resources).
 - Form data will include a description of the proposed expense, timing requirements, and other pertinent information.
 - For purchases over \$1,000, at least two competitive quotes are required (unless this is not feasible - if so, please clarify reasons). If volunteer has solicited quotes (which is optional), these may be uploaded on the Procurement Form.
2. Staff will review request and respond in a timely manner (2-3 business days) with either a go-ahead decision or request for additional information. The response will also include next steps regarding placement of orders, payment arrangements, etc.
 - When possible, staff will initiate purchases/orders and complete payment. If committee member is approved to order/pay, they will be notified.