

Pentacle Theatre Policy	SUBJECT: Procurement
Approved By:	Effective Date:

Purpose: The purpose of the Season Selection Policy is to ensure that a fair and consistent procedure is followed every year when the Governing Board, with the assistance of the Play Reading Committee, selects the plays for the following season.

Definitions:

Policy: Any expenditure in excess of \$500 for the purchase of a single item or service should have bids from three (3) suppliers if possible. The Executive Director and Production Director will review the bids, and select a winning bid.

- Does this only apply to planned purchases? (Those anticipated in the budget?)
- Who has the authority to authorize purchases?
- How are purchases approved and how is approval documented?

Exception: Rights and royalties are not subject to the multiple bid requirement.