



Policy on Purchases

Approved by the STP Executive Committee (EC Vote 2022-02-01-E1)

Some STP leadership positions are provided a budget for purchases such as printing, mailing, and supplies. Before making any purchasing decisions, the STP leader must consult with the leader's Vice President who will decide whether to approve the purchase. STP leaders who are not provided a budget may make a request to the leader's Vice President who will share the request with the Executive Committee for discussion and vote to approve or deny the request. Any request for reimbursement without prior approval from the leader's Vice President will require review by the Executive Committee and may be denied in whole or part.

Purchases made by members of the Executive Committee beyond existing budgeted expenses must be brought to the EC for approval.

STP leaders may request reimbursement for approved purchases by submitting receipts to the STP Treasurer. When possible, leaders are encouraged to submit invoices to the Treasurer for direct payment to the vendor.

All STP leaders should practice fiscal responsibility in making purchasing decisions. Please remember that STP is a non-profit organization. We encourage STP leaders to keep expenses to a minimum.