



## **COVID19 Relief Purchase Policy**

### **Preamble**

Connections for Independent Living (“Connections”) is committed to applying best practices commonly deployed by 501(c)(3) public charities. As such, the Connections Board of Directors supports an organizational culture that acknowledges and embraces the benefits – both tangible and intangible – that purchasing of items may provide to individuals, teams, and the organization as a whole during the COVID 19 pandemic in order to continue fulfilling the mission of Connections as an organization. Connections recognizes the following guidelines when purchasing for consumers, clients, staff and volunteers during the COVID-19 pandemic:

- **Technology**

Staff, consumers and volunteers may require additional technology support to conduct business and participate in programs and services on behalf of and provided by Connections. This technology should be purchased in a prudent, equitable manner and be of reasonable expense to someone in a similar situation. Cost must be recorded and coded to COVID19 expenses and adhere to all other spending policies, including but not limited to pre-approval by the Executive Director of items in excess of \$500.

- **Consumer Activities**

Connections recognizes during remote operations that activities for consumers, including but not limited to services such as Peer Support groups, may require additional materials and support. Purchasing of supplies such as masks, cleaning supplies and other items will be allowable during the pandemic. Cost must be recorded and coded to COVID19 expenses and adhere to all other spending policies, including but not limited to pre-approval by the Executive Director of items in excess of \$500.

- **Safe Operations**

In order to keep the safety and security of all staff, consumers and volunteers as a top-priority, Connections recognizes the potential need to purchase personal protective devices and supplies. These items may include; protective shields, signage, marketing materials, security cameras, two-way speakers, sanitizers, heavy duty cleaning

assistance, masks, gloves, covers, shields, air purifiers, etc. Costs must be recorded and coded to COVID19 expenses and adhere to all other spending policies, including, but not limited to pre-approval by the Executive Director of items in excess of \$500.

- **Other**

Connections acknowledges that there may be other unforeseen needs that require purchasing to facilitate the delivery of programs and services to Connections consumers. These items must be in direct correlation to the delivery of programs and services to Connections consumers and must be prudent, equitable and reasonable in any similar situation.

Connections requires all purchases to be documented in compliance with GAAP and never approves the purchase of alcohol or tobacco products.