



## MEMO

To: All Ongwanada Staff

From: Meagan McLeod

Date: January 15, 2025.

Re: Central Purchasing

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Good afternoon,

As part of our ongoing efforts to streamline our purchasing processes, in accordance with the creation of a central purchasing position and to ensure greater fiscal responsibility, we will be implementing some important changes regarding purchasing authority, credit card usage, and general purchasing procedures:

1. **Departmental Accounts:** Effective immediately, we will be closing all individual departmental Grand and Toy accounts, and there will be no expenses allowed to flow through individual Amazon accounts. Moving forward, we will be operating with one central purchasing account, which will be managed by Rochelle Wood. You will send all purchase requests to [purchasing@ongwanada.com](mailto:purchasing@ongwanada.com).
2. **Office Supplies Room:** In the main building, we will be designating one office supplies room, to be located in room 205. This room will be managed and monitored by Rochelle Wood, and all office supply needs should be directed through her. Should you find any specific supplies are close to depletion, please connect with Rochelle via [purchasing@ongwanada.com](mailto:purchasing@ongwanada.com).
3. **Purchasing Card Use:** We have noticed excessive use of the purchasing credit card outside of the purchasing department. While we understand that there may be emergencies where the card is needed, we require that all purchases made with the card be properly logged and receipts forwarded to Rochelle Wood immediately at [purchasing@ongwanada.com](mailto:purchasing@ongwanada.com). This is crucial for our monthly reconciliation process and to maintain an accurate record of expenses.
4. **Signing Authority Changes:** To further strengthen our control over spending, we will be decreasing the individual signing authority for Supervisors from \$1,000 to \$249, and managers from \$2,000 to \$999 without prior Manager or Director approval. This change is in accordance with the updated policy for signing authority, please see attached.

We ask for your cooperation in adhering to these new procedures. As the team responsible for the financial health of the organization, it is essential that we get a better handle on spending and reduce costs where possible.

Thank you for your understanding and support as we make these necessary changes.

**Meagan McLeod, CPA, CA**

Director of Finance