



YMCA OF GREENSBORO

CONTRACT AND PURCHASE ORDER (PO) SIGNING AUTHORITY POLICY

Effective Date: 8.25.26

1. Purpose

This policy establishes clear authority levels for approving and signing contracts, purchase orders (POs), leases, debt instruments, and other binding agreements on behalf of the organization. Its purpose is to ensure proper internal controls, protect organizational assets, promote accountability and transparency, and align commitments with approved budgets and strategic goals.

2. General Policy

- Only individuals specifically authorized under Section 3 (Levels of Authority) may sign contracts or approve purchase orders on behalf of the organization.
- All contracts and POs must be within the approved annual budget. Any exception requires prior written approval from the Board of Directors.
- No employee or volunteer may split a contract or purchase into multiple smaller agreements to circumvent the approval thresholds in this policy. Authority is determined by the cumulative value of a contract, including all related amendments and renewals (see Section 4).
- All agreements must be documented in writing and signed before any related work, delivery, or payment begins.

3. Levels of Authority

Program Director/Association Director

Authority: Program Directors up to \$1,500 for branch rental agreements. Association Directors, same limit for budgeted vendor contracts.

Branch Executive

Authority: Up to \$10,000; term not greater than 12 months; must be included in the approved budget. (Exception is for Camp Weaver Executive Director, up to \$50,000 for group rentals.)

Branch Vice President / Association Vice Presidents (other than Finance)

Authority: Up to \$25,000; term not greater than 24 months; must be included in the approved budget.

Vice President of Finance

Authority: Up to \$50,000; term not greater than 36 months; must be included in the approved budget; requires prior written approval from the President/CEO before execution.

President/CEO

Authority: Contracts and POs from \$50,001 up to \$250,000; terms longer than 36 months; must be within the approved budget unless the Board has authorized an exception.

Regardless of dollar amount, the President/CEO holds sole executive authority for: all leases of real estate (occupancy/rental agreements — not the purchase or sale of real property, which requires Board approval

under Section 3, Board of Directors); naming rights agreements; and executive employment agreements other than the CEO's own, which is governed directly by the Board.

Debt obligations of any kind require Board approval regardless of amount. The President/CEO may negotiate terms but may not execute a debt instrument without prior Board approval.

Board of Directors

Board approval is required for: contracts or POs with a cumulative value exceeding \$250,000; acquisition or sale of real property; all debt instruments, regardless of amount; and any matter reserved to the Board under the Bylaws.

4. Additional Requirements

- All contracts and POs must align with the approved annual budget. Any exception requires prior written Board approval.
- Amendments, renewals, or change orders are evaluated against the cumulative total value of the contract (original value plus all prior and current amendments), not the incremental increase alone. If the cumulative total exceeds the signer's threshold, the amendment must be approved at the appropriate higher level before execution.
- All signatories must comply with the Conflict of Interest Policy.
- The President/CEO must be notified of all strategic partnerships, as defined in Section 5, regardless of signing level or dollar amount. Routine contracts and purchase orders that fall within a signer's authority do not require CEO notification, but must still be recorded and retained in accordance with Section 6.

5. Strategic Partnerships

A strategic partnership is a formal, ongoing relationship with an outside organization that advances the mission of the YMCA of Greensboro and carries significance beyond a single transaction. It shapes how the Y serves the community, uses its name, or commits its people and resources over time. What makes a partnership strategic is the nature and impact of the relationship, not the dollar value of any single agreement.

A partnership is considered strategic, and requires notification to the President/CEO, if it meets any one of the following:

- The Y's name or brand is publicly tied to the partner, including co-branding, naming rights, joint campaigns, or shared logos.
- The commitment extends longer than 24 months or renews on a standing basis.
- The Y and the partner share facilities, staff, programming, or funding.
- The agreement affects more than one branch or the association as a whole.
- The partner is a major institution, such as a hospital system, university, school district, government body, or lead corporate sponsor.
- The relationship meaningfully affects the Y's reputation, strategic direction, or standing in the community.

Routine vendor purchases, one-time service contracts, supply orders, and in-budget renewals that fall within a signer's authority are not strategic partnerships and do not require CEO notification. These agreements are recorded and retained under Section 6.

6. Record Retention

- Executed contracts and purchase orders must be maintained in accordance with the organization's document retention policy.

- The signing authority (or their designee) is responsible for submitting a copy of each executed contract or PO to Fractional Procurement for recording in the YMCA of Greensboro contract repository (Kpate@fractionalprocurement.com).

YMCA OF GREENSBORO

CONTRACT & PURCHASE ORDER SIGNING AUTHORITY MATRIX

Authority Level	Dollar Limit	Maximum Term	Budget Required	Special Conditions	Examples / Notes
Program Director/Association Director	Program Directors up to \$1,500 for branch rental agreements. Association Directors, same limit for budgeted vendor contracts.	≤ 12 months	Yes	Must be within approved budget	Primarily branch rentals or vendor agreements at the Association level
Branch Executive	Up to \$10,000. (Exception is Camp Weaver Executive Director up to \$50,000 for group rentals.)	≤ 12 months	Yes	Must be within approved budget	Routine operational contracts and purchases
Branch VP / Association VP (other than Finance)	Up to \$25,000	≤ 24 months	Yes	Must be within approved budget	Program and operational agreements
Vice President of Finance	Up to \$50,000	≤ 36 months	Yes	Requires prior written approval from the President/CEO before execution	Financial service agreements and operational contracts
President/CEO	\$50,001 – \$250,000	Over 36 months permitted	Yes, unless the Board has approved an exception	Sole authority regardless of dollar amount for: leases of real estate (occupancy/rental only); naming rights agreements; executive employment agreements (other than the CEO's own). Debt instruments require Board approval regardless of amount.	Major operational and strategic agreements
Board of Directors	Over \$250,000	No limit	N/A	Required for: acquisition or sale of real property; all debt instruments; any matter reserved under the Bylaws	High-risk, long-term, or strategic commitments