

18.02 Contract, Lease and Purchase Practices

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to utilize valid, reliable business practices in establishing contractual agreements with customers and service providers.

Procedure:

Information regarding possible or potential new business, service agreements or leases shall be brought to the attention of the Director of Contracts.

The Director of Contracts will include applicable directors and area managers in the investigation and development of all new projects.

Applicable senior staff will be required to assess the validity and feasibility of new projects, the re-determination of existing projects and leases as well as any other new business.

New businesses, contracts, projects, service agreements, leases or renewals must be authorized in writing by the CEO/President prior to any verbal commitment, startup, or monies being spent (refer to Policy & Procedure 1.21, *Leases*.)