



The Maine Assembly©
Purchasing Process
for all Committees

1. Research item that is a necessity/required.
2. For movable property, such as filing cabinets, books, tables, chairs etc:
 - a) Get a minimum of 3 quotes
 - b) Ensure these are the exact items needed, color, size, dependability etc.
 - c) At the G A Meeting bring this forward “make a move” to have the Assembly vote to purchase this item.
 - d) Someone needs to 2nd this “move”.
 - e) Discussion is needed from the information obtained (including the price)
 - f) Vote.
3. For items such as: Letterhead, bus cards, postcards, tri-fold printing, rubber stamps, embossers etc:
 - a) Get 3 quotes.
 - b) Have the correct dimensions, specifications, type (wooden-rubber stamp, embossers and if at all possible the price previously paid.
 - c) Have the committee lead who requires these items do the following:

Locate a supplier who produces/creates/manufactures what is needed.
Ensure the supplier gets all the necessary specifications for said item(s) including the correct wording, imagery, copyright symbols, borders, size, symbols, etc. **Do not let the supplier assume what is needed or attempt to create common law requirements for the Assembly.**
Ensure the supplier has all the information needed and have him create a sample(s). Once you have the sample/proof in writing and in-hand and it conforms with the specifications The Maine Assembly has given, this information is then shown to the Assembly for approval in order for the supplier to make / design / create the stamps embossers etc.
 - d) The Treasurer will then place the order with the supplier.
 - e) On receipt of the finished product according to the specifications given and approved by the Assembly the Treasurer will submit payment.