



CALIFORNIA ASSOCIATION OF CRIMINALISTS

POLICY STATEMENT

Number: 13-006

Title: Seminar Purchasing

Date Approved: August 12, 2013

Related to By-Laws/Policy Statement number: N/A

Superseded by Policy Statement number: N/A

Purpose of this Policy Statement: The purpose of this policy is to provide guidance for the seminar host committee on purchases made in conjunction with planning and hosting a CAC Seminar.

Detailed Policy:

Prior to purchasing a durable good (see definition below) with a before tax cost greater than \$200.00, the host committee will seek approval from the Treasurer.

All durable goods will be itemized in the host committee's final report. The Treasurer will review this itemization and approve the dispersal of these items. Any items deemed useful by the Treasurer for future seminars will be transferred to the next host committee.

Any unused consumable goods will not be transferred to future seminars.

All purchases made by the host committee must be reasonable and stay within their projected budget. If there are any questions or concerns, they will be addressed with the Seminar Planning Committee and/or Treasurer.

Definitions:

- Durable goods: items that are expected to last and be useful for several seminars. Examples would include a projector, projector lamp, laser pointer, electronics, screen, etc..
- Consumable goods: items that are expected to only last for the current seminar. Examples include paper, pens, batteries, food, etc..

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