



ABP Corporate Policy Vendors

APPROVED VENDOR LIST

All vendors from whom ABP expects to purchase \$10,000 or more in goods or services over the course of a year must be listed on the *Approved Vendor List* before orders can be placed with these vendors. If a vendor does not appear on the list, the department initiating that purchase, must submit the vendor's name and address to the Payment Services Manager so that the appropriate credit checks can be completed in advance of the purchase. If approved, the vendor's name will be added to the *Approved Vendor List* and the department can then proceed with the purchase. Accounting is responsible for reviewing and updating the list on an annual basis.

LIEN AFFIDAVIT

Before engaging the services of a general contractor to oversee a project in excess of \$25,000 the Facilities Manager must inform the general contractor that he, his subcontractors, and his suppliers are required to sign a lien affidavit. The contractor is responsible for obtaining all of the required signatures. In completing this document, the signature of the general contractor must be notarized. The Lien Affidavit must be submitted with invoices before they are paid.

Any exception to this requirement must be approved by the Vice Present for Finance & CFO.

Policy Adopted Date: 01/04

Last Non-Contextual Revised: 05/19

Last Revision Approved by the Board of Directors/Executive Committee: 01/04