

Purchasing Policy

Addendum A-Purchasing Guide Inclusions

When purchasing any of the following categories of goods and services, the Purchasing Department must be utilized. A purchase order will be generated and the Purchasing Department will handle all payments. Deviation from the Purchasing Guide must have written pre-approval from Tribal Board of Directors, Tribal Chairperson/CEO, Tribal CFO, Associate Executive Director, or Tribal Casino COO. This includes, but is not limited to the following items:

Office supplies and equipment (other than E-commerce) - Copiers, fax machines, toner, printers, computers, file cabinets, furniture, etc.

Electronics - Audio, visual, surveillance, monitors, cameras, etc

Housekeeping/maintenance supplies-Toilet paper, trash bags, air filters, parts/materials, cleaning supplies, Linens - sheets, pillow cases, table cloth, etc.

Advertising/signs - Notice of meetings/bids, building signage, logos, etc.

Bid openings - *ACFS Sanitation (wells & septic), Housing and Property Management as requested*

Food - Office or departmental use restaurants, deli, childcare, Pow-Wow, equipment, etc.

Equipment - Office/Building, gaming tables, humidifiers, treadmills, snow blowers, etc.

Appliances - Washers, dryers, refrigerators, ovens, microwaves, freezers, dishwashers, etc.

Postage - Stamps, machines, agreements, leases, etc.

Cleaning services - Uniforms, buildings, rugs, linens, dry cleaning, etc.

Uniforms - Shirts, pants, shoes, etc.

Promotional items - Quad runners, snow machines, mugs, key chains, sweatshirts, etc.

Snowplowing - Salting, sanding and misc. labor, etc.

Vehicles, equipment and repairs - Vehicle purchase, service/repair of vehicles, i.e. oil changes, tires, brakes, etc.

Maintenance agreements - Fax machines, copiers, phones, computers, pest control, elevators.

Supplies miscellaneous - Photos, batteries, decorations, flowers, crafts, books, etc.

Gift shop items - Jewelry, knickknacks, snacks, candles, pictures, souvenirs, etc

Printing - Brochures, flyers, mailers, coupons, tickets, letterhead, business cards, forms, etc.

Rentals - Tents, porta-johns, tables and chairs, equipment, etc.

Utilities - Natural Gas included in Master Transportation Agreement, waste disposal thru Waste Management.