TCUC
Tok Community Umbrella Corporation
P.O. Box 547
Tok, AK 99780

Goods & Services Procurement Policy
Revised 5/10/12 & 10/13/16

When administering grants, TCUC will follow the more restrictive of the procurement policy of the granting agency or our own guidelines.

TCUC will maintain one checking account which will require two signatures on the checks. Expenditures must be approved by Board vote

Grant money received by or distributed by TCUC may not be used to pay for labor performed by a member of the receiving organization or a relative within the second degree of kindred unless the project was advertised for bid and the person receiving the payment was the lowest bidder. The invitation to bid must have been advertised in at least two consecutive issues of the *Mukluk News* and have been posted in at least three prominent locations in the community, including at the Post Office.

Organizations to which TCUC distributes grant monies (for example, Revenue Sharing grants which are given to other Tok organizations) will also be expected to adhere to this procurement policy.