**RAAO Procurement & Vendor Guidelines**

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# **Section 1: Introduction & Procurement Oversight**

## **Purpose of Procurement & Vendor Guidelines**

This document outlines **RAAO’s procurement procedures and vendor management policies**, ensuring compliance with **state, federal, and nonprofit grant requirements**. AI-driven monitoring enhances **vendor selection, expense tracking, and fraud detection**.

## **Procurement Compliance & Ethical Standards**

RAAO follows **strict procurement guidelines** to ensure **fair competition, cost efficiency, and transparency**. The procurement process adheres to:

* **IRS 501(c)(3) regulations** for nonprofit purchasing.
* **Federal & state grant requirements** for ethical vendor selection.
* **AI-powered fraud prevention tools** to monitor transactions and flag anomalies.

## **Internal Approval & Oversight Roles**

* **Board of Directors** – Approves high-value contracts and ensures ethical procurement compliance.
* **Executive Director & Procurement Team** – Manage vendor selection, monitor contracts, and approve purchases.
* **Finance & Compliance Team** – Conducts audits, reviews expenses, and ensures procurement integrity.
* **AI-Driven Procurement Monitoring** – Tracks spending, flags risks, and generates real-time compliance reports.

# **Next Steps**

🚀 Review for **accuracy and compliance alignment** with procurement regulations.  
🚀 Assign **document control tracking** before submission.  
🚀 Ensure **RAAO’s vendor and procurement processes** are well integrated into daily workflows.

📌 **Once finalized, this document will be assigned a file name and document number.** Let me know if any modifications are needed!