**NCBA PURCHASING COOPERATIVES BEST PRACTICES**

**CATEGORY**

What part of your business did you address? (ex. conferences, finance, shipping, etc.)

**BEST PRACTICE**

What did you do?

**SITUATION**

Explain situation in 2-3 sentences providing relevant context.

**SOLUTION**

Describe how your organization implemented this best practice to solve the situation in 3-4 sentences.

**BENEFITS**

* Bulleted list the “pros”
* Provide relevant details

 **KEY POINTS**

* Bulleted list of items to consider
* Address questions/concerns

**CONTACT**

Please call me if you have any questions.

Name

Company

Phone

email

**DISCLAIMER**

Every cooperative is different. Please review this best practice with your staff and Board to determine if it’s appropriate for use at your co-op.  NCBA CLUSA is supportive of innovative solutions, but neither NCBA CLUSA nor the party presenting this best practice officially endorse or guarantee positive outcomes related to its use within your system and therefore cannot be held liable for any negative outcomes related to its implementation.