



CASTLE HILL RSL ROCKETS FC INC

PURCHASING POLICY

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PURPOSE:

This policy is designed so that our purchasing process is considered, transparent and that costs are correctly recorded.

It is important that the Executive Committee plan for the financial expenditure of the club in a structured manner so that all major costs are identified as soon as practicable before the commencement of the season.

PERSONS WHO CAN PURCHASE:

This policy applies to committee members who are responsible for the purchase of EQUIPMENT, GOODS OR SERVICES on behalf of the Club. Only members of the Executive Committee, the Canteen or Equipment Manager may purchase goods or services on behalf of the club.

BUDGETTING:

At the beginning of the Club's new financial year, September 1st, the Equipment Manager must prepare a budget outlining the items of equipment and estimated expenditure that are known and planned for the new season.

Similarly, the Canteen Manager should also prepare a budget if there is any equipment that is required for the canteen.

These budgets are to be submitted to the Executive Committee for approval before any purchasing and ordering can be undertaken before December 31st each year.

Any committee member who identifies a need for a certain expenditure can submit a proposal for this expenditure to the Executive for consideration throughout the year or refer their request to the relevant Executive.

APPROVAL:

The Executive Committee will meet and then review the proposed budgets and either approve or disallow purchases. The decision will then be communicated to the relevant committee member that raised the budgeted item of expenditure.

If any additional items are required after this date then a revised budget must be submitted to the Executive for approval.

CONFIDENTIALITY:

All parties involved in the budget and approval process are to keep information regarding the planned expenditure confidential until such times approval has been granted by the Executive Committee.



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PURCHASING PROCESS

For large and regular purchases such as equipment, clothing, trophies and so forth, a purchase order must be raised. For other purchases, no purchase order is required. However, for any expenditure over \$250, this must be approved by the Treasurer and 1 other Executive committee member before any commitment is made for example, the cost of goal keeper training, catering, promotions, advertising or events etc.

PURCHASE ORDER REQUIRED:

Equipment or goods to be ordered must be accompanied by two quotations and the purchase approved by the Executive committee prior to a purchase order being raised.

All purchases of equipment must be made against a purchase order number which is to be supplied to the relevant supplier and Treasurer once approved.

The Treasurer is to confirm the price charged on the invoice agrees to that on the purchase order prior to payment.

NO PURCHASE ORDER REQUIRED:

Canteen purchases are to be paid for on account by the Treasurer upon receipt of an invoice wherever possible. (Eg Coke, pies, coffee etc.) Alternatively, the Canteen Manager will pay for the goods COD (eg general grocery items, bread, milk) and seek reimbursement from the Treasurer by providing the necessary invoice or receipt. This should be completed in a timely manner, generally within a fortnight of the purchase taking place.

Other- these types of expenditure are generally not covered by purchase orders, are infrequent or one off and should be approved by the Treasurer and 1 other Executive committee member before any purchase takes place.

EMERGENCY PURCHASES:

An emergency purchase is one that must be made because it is unforeseen and unable to be delayed due to safety or other requirements and must be approved by the Treasurer.

CONFLICTS OF INTEREST:

Any member who has an interest in a supplier of goods or services for a particular purchase must declare it and exclude him/herself from the purchasing and approval process.

The Club is not obliged nor accountable to pay for a purchase that has not followed the above outlined process.