



Greater Shepparton Basketball Association

Shepparton Sports Stadium
Numurkah Road
PO Box 177
Shepparton Vic 3632

Phone: (03) 58 22 2923
Fax: (03) 5821 7151

Purchasing Policy & Procedure

Should any Goods need to be purchased, a Purchase order must firstly be obtained from the GSBA Manager, Finance Manager or GSBA President for approval of goods to be acquired.

The Purchase order must have a Purchase Order number allocated to the particular items, with clear detail on who has requested the items and what they are for.

Orders totalling \$500 or more, will require GSBA COM approval before purchase/s can be made.

No one has the authority to place orders or make purchases on behalf of the GSBA outside these guidelines.

No goods will be paid for unless there is an order number and signed authority by the approved management personnel.

**All supplier invoices must contain details of-
Purchase Order Number,
Authorising Name,
Person submitting the order to the GSBA COM,
What the order was raised for.**

For and on behalf of the Committee of Management.

Brett Hutchins

President - GSBA
0403958070

