



# NHILL & DISTRICT SPORTING CLUB INC.

## PURCHASING POLICY

This policy -

- must be read in conjunction with Club's Rules, By-Laws, Guidelines and Policies.
- was ratified by the Committee at its meeting on 21 March 2016.
- will be reviewed annually to ensure it remains relevant to Club operations and reflects community expectations.
- applies to all members of Nhill & District Sporting Club Incorporated.

### PURPOSE

To provide a standard policy and procedure for purchases of items and services by the Club.

### POLICY CONTENT

#### 1. Actions

- 1.1 Purchases that are subject to the Exceptions list shall be reported to the Committee on a monthly basis.
- 1.2 Purchases that are not subject to the Exceptions list must be approved in accordance with this policy prior to purchase.
- 1.3 The Committee reserves the right to require a person responsible for a purchase to pay for the purchase if it is not undertaken in accordance with this policy.

#### 2. Exceptions

- 2.1 Purchases for replacement of rolling stock (e.g. food for canteen and catering; bar liquor, soft drinks and snacks stock).
- 2.2 Purchases of goods or services from the list of preferred suppliers set out on the approved annual budget for each portfolio.
- 2.3 Utilities e.g. telephone, water rates, gas.
- 2.4 Trading essential requisites e.g. toilet paper.
- 2.5 Purchases for a special event by the designated event co-ordinator in accordance with an event budget that has been adopted by the Committee e.g. trophies, decorations, fundraising essentials.
- 2.6 The exceptions will be reported to the Committee at the Club's next monthly scheduled general Committee meeting. All other purchases require approval in accordance with the details set out below.

#### 3. Monetary Limits

- 3.1 Purchases up to and including a value of \$300 (including GST) can be approved by the Club's Director that is responsible for the relevant portfolio (limited to 10 times during a financial year and within the limits of the approved budget – any purchases which exceed the approved budget must be approved by the Committee).
- 3.2 Purchases from \$301 to \$500 (including GST) require approval by the Committee, or if urgent or minor in nature may be approved by the Club's Director that is responsible for the relevant portfolio jointly with the Treasurer and/or other Executive officers.
- 3.3 Purchases in excess of \$500 (including GST) require approval by the Committee, or if urgent may be approved by the Club's Director that is responsible for the relevant portfolio jointly with the Treasurer and other Executive officers (but must be reported to the Committee at the next scheduled monthly general Committee meeting or earlier if possible).
- 3.4 Requests for approval of purchases in excess of \$300 (including GST) must be accompanied by two written quotes.

3.5 Approval for requests for purchases in excess of \$300 (including GST) will be accompanied by a Purchase Order completed by the Treasurer (or delegate). The Purchase Order will be given to the Club's Director that is responsible for the relevant portfolio.

3.6 Purchases are not to be made on an incremental basis such that two or more individual purchases of a value less than \$300 each are undertaken where the individual purchases are deemed to be "parts" of a whole, without first seeking approval from the Committee.

**4. Responsibilities**

4.1 Where the purchase involves reimbursement of approved expenses by a member, a request for reimbursement form is required to be completed prior to the reimbursement being made, as set out in Clause 5.

4.2 All documentation in relation to a purchase must be supplied to the Treasurer in a timely manner to enable payment within the supplier's credit terms (this includes all relevant dockets, invoices, receipts, proof of payment (e.g. copy of credit card statement), etc.).

**5. Reimbursement of expenses**

5.1 Any current financial member may be reimbursed for expenses incurred in the course of volunteering for the Club, provided such expenses are reasonable and authorised.

5.2 Requests for reimbursement must be provided to the Treasurer for approval at the next general Committee meeting, within one month of expenditure, using the form provided for that purpose (Annexure A) and with proof of purchase attached. Where such evidence is for any reason lacking, a reimbursement cannot be made (refer to 5.8). The completed form must be signed by the applicant.

5.3 Expenses will be reimbursed within one month of documentation being submitted, preferably at or immediately after the next general Committee meeting.

5.4 Reimbursement of reasonable but unauthorised expenses may be made on an ex gratia basis at the discretion of the Treasurer (with the approval of Committee).

5.5 Volunteers incurring authorised expenditure must, wherever possible, receive, retain and produce receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

5.6 It is the responsibility of the all members/volunteers to ensure that their applications for reimbursement conform to this policy.

5.7 Requests for advance payments will not be authorised.

5.8 Claims that have not been properly prepared, authorised, or supported by adequate documentation will be returned to the claimant and the reasons will be given for not processing the claim.

**ANNEXURE A**

		<b>Nhill &amp; District Sporting Club Inc.</b>			
		<b>Reimbursement Request Form</b>			
<i>Please complete, attach all relevant documents and hand to the Treasurer within one month of expenditure.</i>					
<b>Name</b>					<b>Date</b> / / 20
<b>Cost Centre</b>	<input type="checkbox"/> Football	<input type="checkbox"/> Netball	<input type="checkbox"/> Hockey	<input type="checkbox"/> Cricket	<input type="checkbox"/> Other <i>specify</i>
	<input type="checkbox"/> Catering	<input type="checkbox"/> Canteen	<input type="checkbox"/> Bar	<input type="checkbox"/> Administration	
<b>Details</b>					\$
<input type="checkbox"/> I request that the total be reimbursed to me.					Total \$
<input type="checkbox"/> Evidence of expenditure is attached.					Signature
<b>Approval signatures</b>		<b>Date</b>		/ / 20	
Portfolio Manager			Treasurer		