



PURCHASING PROCEDURE

The Committee is responsible for the management of club finances and approval of the purchase of goods and services for the benefit of members.

Purchases are to be approved by the Committee prior to commitment to the expenditure and relevant records are to be retained for reporting, acquittal and audit purposes.

A member with responsibility for investigating purchase options will provide quote(s) and recommendation(s) to the Committee for consideration and approval before placing an order.

Minor purchases may be approved out of session and recorded in subsequent Committee meeting minutes.

Paddles

Members requiring paddles will be provided with contact details for preferred supplier of IDBF approved paddles. If there are a number of members requiring paddles the club may submit a bulk order to secure a discount rate but members will be required to commit to payment either before or on receipt of the invoice.

Life Jackets

The club will purchase and provide lifejackets for rental. Members will be required to pay a \$20 rental fee, repayable if the jacket is returned to stock. The appointed uniform coordinator will maintain a register of lessees.

Uniforms

Uniforms will be ordered through the Uniform Coordinator as required and members may be responsible for pre-payment if required by the supplier.

Travel and Accommodation Bookings

Appointed travel coordinator(s) will investigate options and provide the Committee with quotes for consideration and approval before bookings are confirmed.

Grant Applications

Equipment, or other items, identified in successful grant applications will be purchased after notification of a successful bid and all relevant records including a copy of application will be retained by the Treasurer for acquittal of expenditure to the funding body.

Management of Assets

All equipment and items purchased for club use will be recorded on the Club's Asset Register or inventories and will include the storage location. Equipment will be marked with the club name and contact details.

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