

# Coffs Harbour Surf Life Saving Club Ltd



<b>Policy:</b>	<b>Purchasing Policy</b>
<b>Purpose:</b>	<b>To Provide a Standard Policy for Purchases of items and services that are payable by the club.</b>
<b>Applies to:</b>	<b>All Coffs Harbour SLSC Members</b>
<b>Adopted:</b>	<b>14 May 2013</b>
<b>Effective:</b>	<b>14 May 2013</b>

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## 1. Definitions

- The Club – Coffs Harbour Surf Life Saving Club Ltd
- Purchase – The acquisition of a good or service in exchange for monetary compensation.
- Rescue Equipment - Equipment held for the specific purpose of performing beach patrols and rescues.
- Board – The Board of Directors

## 2. Exemptions

- Staff wages
- Seven day liquor purchases
- Utilities eg telephone, water rates,
- Trading essential requisites eg toilet paper,
- Rescue Equipment Fuel
- Rescue Equipment Essential emergency repairs
- Restaurant and Conference/training room cleaning
- Fundraising essentials ie raffle tickets & prizes – limited to meat trays
- Mandatory statutory fees eg Lease fee to Dept of Lands
- Purchases for a special event by the designated event co-ordinator in accordance with an event budget that has been adopted by the Board of Directors.

The exemptions will be reported to the Board at the Clubs next monthly scheduled Board meeting. All other purchases require completion of a purchase order.

### **3. Policy Content –**

#### **3.1 Actions**

Purchases that are subject to the Exceptions list at section 2 shall be reported to the board on a monthly basis.

Purchases that are not subject to the Exceptions list at section 2 require a purchase order to be completed and approved in accordance with this policy prior to purchase. Purchases not requiring board approval in accordance with 3.2 shall be reported to the board on a monthly basis.

The Board 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.

#### **3.2 Monetary Limits**

Purchases up to and including a value of \$250 (incl GST) can be approved by the Clubs Director that is responsible for the relevant portfolio.

Purchases from \$251 to \$500 (incl GST) must be approved by the Director that is responsible for the relevant portfolio jointly with the Director of Finance and Administration or the President. Purchases in this category requested by the Director of Finance and Administration must be jointly approved by the President.

Purchases in excess of \$500 (incl GST) require approval by the Board of Directors.

### **4. Responsibilities**

It is the responsibility of the approving Director for purchases up to \$500 to advise the Clubs Administration officer of the Purchase and complete a purchase order as per the clubs purchasing procedure.

It is the responsibility of the Director of Finance and Administration to advise the Clubs Administration Officer of all purchases approved by the Board of Directors and complete a purchase order as per the clubs purchasing procedure.

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 completed.

Purchases are not to be made on an incremental basis such that two or more individual purchases are undertaken where the individual purchases are deemed to be “parts” of a whole.

# Coffs Harbour Surf Life Saving Club Ltd

ABN 54 002 880 346



## PURCHASE ORDER

Number: .....

SUPPLIER:.....

DESCRIPTION.....  
.....  
.....

Cost Centre (Choose from List)

CATEGORY	Tick category
Building Maintenance	
Bar and Restaurant Trading	
Patrol Expenses	
Surf Sport Expenses	
Junior Expenses	
Carnival Expenses	
Fundraising Expenses	
Office Expenses	
Capital (details required)	

Quoted Price (incl GST).....

Quote attached YES/NO .....

Expected Delivery Date.....

Date Submitted:.....

Requested by:.....

SIGNED BY APPLICANT:.....

APPROVED BY .....(Director)

Signed .....

APPROVED BY .....

Signed .....



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## Request for reimbursement

To be reimbursed to (name):.....

Receipt/s attached YES / NO      Date Submitted:.....

Item/s	Supplier	Details of Purchase	Amount	GST incl Yes/No
Total to Be Reimbursed				

I request that the amount of \$ .....be reimbursed to me

Signed .....

APPROVED BY .....

POSITION.....

APPROVED BY .....

POSITION.....



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## PURCHASING and REIMBURSEMENT

PLEASE REFER TO THE CLUBS ADOPTED PURCHASING POLICY PRIOR TO COMPLETING A PURCHASE.

### PROCEDURE —

When making a purchase it is **IMPORTANT** the a Purchase Order is completed and filed as a reference to all purchase transactions for accounting and traceability

It is **IMPORTANT** to complete all sections of the form and clearly specify the requirements of the purchase, (e.g. make, model, size, color, etc)

ANY PROBLEMS, consult with club administration (club office)

### **Purchasing Procedure**

1. Obtain Purchase Order form from the Administration office or the Clubs website
2. Complete all sections of form
3. Lodge the form with the relevant Director or Board of Directors as per the Clubs adopted Purchasing Policy or at the Administration office or email to [info@coffsharbourslsc.asn.au](mailto:info@coffsharbourslsc.asn.au)
4. Send/take order to supplier (Mail, Phone, Fax, email or in person)

### **Reimbursement Procedure (of personal expenditure)**

1. Obtain Reimbursement form from the Administration office or the Clubs website
2. Complete all sections of form
4. Lodge the form with the Administration office or email to [info@coffsharbourslsc.asn.au](mailto:info@coffsharbourslsc.asn.au)