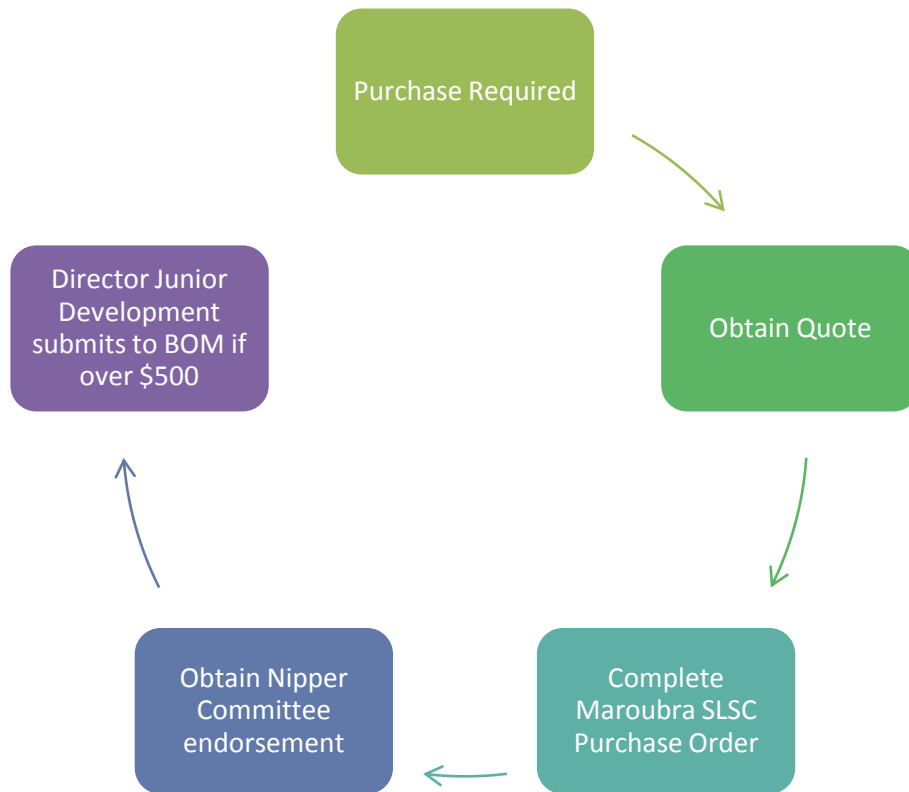


Purchasing Policy

For all purchases (not out of pocket expenses)



1. Purchase Required
2. Obtain Quote
3. Maroubra SLSC Purchase Order Form
4. Endorsement by Nipper Committee
5. Approval process
6. Purchase
7. Acquittal against Purchase Order

Purchasing Policy

For all purchases (not out of pocket expenses)

1. Purchase Required

It has been identified that there is a need to purchase equipment required by the Junior Development activities. This could be any item, clothing, boards, BBQs, etc.

2. Obtain Quote

A minimum of 1 quote must be obtained for each purchase order and must be obtained in a written format (e-mail or fax format is acceptable).

For the selection of all new suppliers a minimum of 2 quotes must be obtained.

3. Maroubra SLSC Purchase Order Form

A Maroubra SLSC Purchase Order Form must be completed before endorsement by the Nipper Committee. These forms are available on the surf clubs web sites.

4. Endorsement by Nipper Committee

The Purchase Order along with the quotes will then be presented to the Nipper Committee for endorsement. Ideally these are circulated before any meeting so that the Nippers Treasurer can validate that funds are available and within the forecasted budget. The Committees decision regarding the purchase will be minuted as a motion in the minutes of that meeting. Endorsed Purchase Orders will move the next process step.

5. Approval process

a) For Purchase Orders under \$500 approved by the Nipper Committee, the Director of Junior Development will approve the order.

b) For Purchase Orders greater than \$500 the Director of Junior Development will present the order and the Nipper Committees endorsement to the Maroubra SLSC BOM.

6. Purchase

Once the Purchase Order has been approved the order can be placed with the supplier. The Nipper Treasurer will then provide the supplier with a cheque for the amount in the Purchase Order.

7. Acquittal against Purchase Order

The Nippers Treasurer will then acquit the Purchase Order against the final invoice or delivery advice.

Note: Nipper Committee has been used as common term rather than Maroubra SLSC Junior Development Committee.