



## Pacific SLSC

### Policy Statement

### Purchasing of Items and Reimbursements

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The following Policy statement was adopted at the Executive Committee meeting held on 12 August 2012 and adopted as Club Policy from 12 August 2012.

#### **1. INTRODUCTION**

This policy provides a guide for office bearers of Pacific SLSC regarding the purchase of items on behalf of the club and any subsequent reimbursement of such expenditure.

#### **2. AIM**

This policy aims to

- Clarify Pacific SLSC's position relating to purchases on behalf of the club.
- Clarify the process for gaining reimbursements from the club for items purchased.
- Outline the necessary documentation relating to purchasing of items and reimbursing of funds.

#### **3. PROCESS FOR PURCHASING ITEMS UNDER \$500.00**

- All items under \$500.00 purchased on behalf of the club must be done with the approval of the President or two (2) Executive Committee members prior to purchase. Order forms can be completed and signed by the President or two Executive Committee members.
- The applicable office bearer must contact the club and discuss the item with the President.
- No item is to be purchased on behalf of the club without the permission and knowledge of the President.
- Should an office bearer purchase items on behalf of the club without prior permission then they forfeit their right to gain reimbursement or have the club pay the good or service provider.

#### **4. PROCESS FOR PURCHASING ITEMS OVER \$500.00**

- All items of expenditure over \$500.00 need to be approved by the Club Executive Committee.
- A proposal and quotes must be submitted to the President for inclusion into the Executive Committee Agenda.
- The proposal should include the following
  - Portfolio that requires the items (i.e. Life saving, surf sports, juniors)
  - Description of the item
  - Quotes for the item (minimum x 2)
  - Reason why the item is needed
- The proposal should not be more than one (1) typed A4 page.



## **5. PROCESS FOR EVENTS**

- A proposal and budget must be submitted to the club for inclusion into the Executive Committee Agenda.
- Once the event is approved – all monies for the event must be sent to the club so that monies can be receipted and invoices issued appropriately (as per ATO guidelines).
- The club will pay any fees associated with the event i.e. venue hire, bus hire etc.
- If the event is not approved then no reimbursements or payments will be forthcoming.
- Office bearers are only permitted to purchase emergent items on the day of the event. A text or message to the President will be required prior to purchase.

## **6. PROCESS AND DOCUMENTS FOR REIMBURSEMENT**

- If an office bearer purchases items on behalf of the club using their own monies then all reimbursements must be done on an official club Expense Claim Reimbursement Form.
- This must be completed in full with attached receipts, signed by the office bearer and counter signed by the President.
- Reimbursement will be done via bank transfer, bank account details must be provided (Only upon request will a cheque be issued).
- Reimbursement will occur immediately if the item was prior approved. If the reimbursement is for non-approved items then it will need to be approved by the Executive prior to the reimbursement occurring.

## **7. CONCLUSION**

This policy is a Club Policy and as such all Club Office Bearers and Staff must adhere to this as part of their responsibility towards the Club.

This policy is to be brought to the attention of all personnel for strict compliance.