



# *PURCHASING & EXPENDITURE POLICY*

## ***BYLAW 14***

References:

Bylaw 16- Skate Australia Corporate Credit Card

***Effective from 1<sup>st</sup> June 2005.  
Revised August 2008***

## 1. Background

It is the responsibility of Skate Australia (SA) to identify and establish a system of internal controls, including financial controls, which are adequate for its own purpose. In keeping with the SA Board's financial responsibilities, Branches are expected to do their utmost to ensure that they and their executive committees maintain the highest possible transparency in relation to purchasing, either for goods or services, and branch expenditure.

This policy has been developed to provide the National Office and the SA Board with accurate account keeping records in relation to National and Branch's purchasing and expenditure.

It also enables SA to negotiate better arrangements with suppliers and provide the SA Board with useful management information on expenditure incurred by the Branches.

## 2. Purchase Orders

The ordering of goods and services shall be in accordance with SA's detailed purchasing policy.

Official SA order forms must be used for the purchase of all goods, equipment and services except those in the case of operational costs as in the case of rent, utilities and telephone.

The National Branch Chairmen will contact the Chief Executive Officer (CEO) at the National Office to obtain approval for the purchase of goods and/or services required by the Branch, with the exception of re-imbursment of operational costs such as postage, stationery and telephone re-imbursment. *(Please See Attachment in relation to these costs)*. The National Branch Chairman will provide the following information when requesting a Skate Australia Official Order.

- The requirement need (what they want to order)
- The purpose and objective (why and use)
- The Branch recommendation of preferred supplier
- Reasons for making recommendation.

Wherever possible goods, materials, services and works must be purchased through the use of competitive bids. Where this is not possible, full justification must be given, and agreement, properly recorded, must be sought from the CEO.

## 3. Competitive Bids

### Estimated Value of Purchase/Service

### Minimum Number of Quotation

Up to \$2000

CEO authorised to decide the number of written/telephone quotes.

Over \$2000

Three written quotations formally recorded on file by the National Office. Unless approved supplier is used. E.G. Preferred Travel Agent for team airline bookings.

Where practical the CEO should consult with all branches to see if other branches are making or planning to make similar purchases. The CEO will source quotations in accordance with the policy outlined above and provide these to the National Branch Chair. Prior to acceptance of any bid for purchases or services over \$2000.00 review will be sought from SA's Finance Committee who will provide a recommendation to the SA Board.

#### **4. Intention to Purchase Notice**

SA will have an Intention to Purchase notice placed on the SA Website for prospective tenders. The Intention to Purchase Notice will include all relevant information in regards to goods or services procurement requirements.

#### **5. Approved List of Suppliers**

SA has an approved list of suppliers. This list of approved suppliers will be available from the National Office.

#### **6. Ordering Process**

The purchasing process describes the overall sequence of events that result in SA and/or its Branch Committee, agreeing to buy goods and services from a supplier and/or contractor at an agreed sum for delivery/installation by a specified date or within an agreed period. The terms and conditions that apply define the nature of the goods or service.

Prior to making the decision to purchase, the following points will be considered:

- It is necessary to make the purchase?
- Is the purchase within the delegated authority?
- Are finances available?
- Has financial approval be given?
- Identify what needs to be purchased?
- Select the suppliers to be approached?

The placing of any order constitutes a contract with the supplier and SA, therefore an Official Order Form must be used in all cases with the exception of a standing order for goods and services such as regular maintenance of equipment.

It is the responsibility of the CEO to ensure that all purchase orders refer to SA's conditions of purchase as set on the Official Order Form.

It should be noted that SA or its Branch Committees will not be responsible for payment of any purchase/s for goods and/or services should the above policy not be adhered to.



**OFFICIAL ORDER FORM**

TO:

DELIVERY TO:

Quantity	Unit of Purchase	Description	Price per Unit	Discount %	Nett Price
			Authorised Signature		

**IMPORTANT**

1. Conditions of Purchase overleaf apply to this order
2. Invoices and statements of accounts should be sent to: Skate Australia, PO Box 721, Beenleigh, 4207
3. All goods should be dispatched FREIGHT PAID and accompanied by a delivery docket
4. Please quote the order number on all delivery notes and invoices and in all communication and queries.

CONDITIONS OF SUPPLY

1. Goods are required on time and may not be accepted if offered for delivery earlier or later than specified.
2. Payment will only be made to the Supplier named on this order. **Orders are not transferable.**
3. Goods or services may only be supplied as specific on the order. Skate Australia will not be liable for goods or services supplied without an Official Order.
4. A Delivery Note must accompany each consignment and where goods are consigned by methods other than a supplier's own transport. It is essential that advice of dispatch is posted separately to the consignee; otherwise responsibility for any claims of non-receipt must be accepted by the Supplier.
5. The Order Number must be quoted on all Delivery Notes, Invoices and Correspondence. Invoices that do not bear this official order number will be returned to the supplier.

## **7. Payment of Invoices**

The procedures for making all payments shall be in a form specified by the SA Finance Committee and approved by the SA Board.

The CEO is responsible for deciding the most appropriate method of payment. Payments within Australia will normally be made by Bank Transfer. Where this is not possible payment will be made by hand written cheques. Invoices must be passed to the CEO as soon as they are received.

Payments will only be made against Invoices that have been certified for payment by the appropriate authority.

Prior to authorizing any Invoice for payment, the CEO will determine the following:

- Goods have been received, examined and approved with regard to quality and quantity, or that services rendered or work done is satisfactory.
- Where appropriate, it is matched to the order.
- Invoice details (quantity, price, discount, supplier details) are correct.
- The Invoice is arithmetically correct
- Invoices have not previously been passed for payment

## **8. Branch Chair reimbursement**

Where Branch Chair's legitimately incur expenses claims for reimbursement must be submitted on an official Expenses Form with approval from two (2) members of the respective Branch Executive.



**APPROVAL TO RE-IMBURSE EXPENSES INCURRED  
BY BRANCH CHAIR/EXECUTIVE COMMITTEE**

Date	Item No/Receipt No.	Description	Amount	Receipt Attached
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
		Total	\$	

Please note that **original receipts or accounts** must be attached to this form

Expenses Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Signature)

Position: \_\_\_\_\_

Expenses Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Signature)

Position: \_\_\_\_\_