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| DEPARTMENT: Administration | SUBJECT: Purchase Order Policy | |
| AUTHORISED BY: Club Council 25 July 2010 | | |
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SCOPE

This policy specifies the requirements for purchasing any goods and/or services for and/or on behalf of Noosa Heads Surf Life Saving Club.

OBJECTIVE

This policy is to ensure financial accountability.

SPECIFICATIONS

- A purchase order must be raised for all purchases (see sample form page 3).
- Purchase orders are to be completed by the incumbent Club Officer responsible for the goods/services required.
- The Club Officer is responsible for following up the order including the collection of the goods, if necessary, as well and use/storage of the purchase.
- All purchase orders must be signed by the Director of the department concerned prior to any goods/services being ordered, except in the case of Emergency Purchases (see below).

Quotes

A minimum of two (2) quotes are to be obtained for all purchases over \$2500 unless prior arrangements have been made with and approved by the Director of Finance.

Emergency Purchases

A purchase is classified as an emergency purchase if it is unforeseen and unable to be delayed due to safety or legislative requirements only (IE: It can be shown to breach the current Patrol Service Agreement, Patrol Operations as per the current Patrol Operations Manual or an SLSQ/SLSA Policy). In this instance a Club Director must be consulted prior to the purchase.

PROCEDURE

1. Club members/end user(s) to notify Club Officer concerned if goods/services are required.
2. Club Officer responsible for goods/services to complete the appropriate department purchase order located in administration. Ensure the purchase order form is fully completed and includes all necessary information (IE: Name of person requesting the order, full details of goods/services required with account code & cost – see example of form attached).
3. Purchase order to be signed by appropriate Director.
4. After the purchase order has been approved the purchase can be made. The Club Officer is responsible for ordering the goods/services required and, if necessary, must arrange for collection of the goods. If the order is to be made on-line then the club bookkeeper will place the order however the Club Officer will be responsible for follow up of the goods/services. Administration will notify the Club Officer when goods are received.

NB: The purchase order number must be quoted to the supplier. No invoices will be honoured by NHSLSC where suppliers are not able to provide a NHSLSC purchase order number.

5. When the goods have been received and checked or the service performed the purchase order must be noted accordingly with one of the following notations:
 - GRG – Goods received in good condition
 - SPS – Service performed satisfactorily
 - GRF – Goods received – faulty
 - SPU – Service performed unsatisfactorily

If there is a problem with the goods received or service performed more information must be provided and the appropriate Director must be contacted to determine the correct course of action.

6. Each purchase order is to be entered into the financial management system (MYOB) to allow ease of tracking for all club purchases.
7. As invoices are received they will be matched to the relevant purchase order and details and amounts confirmed. If the details match and the goods/service were satisfactory the invoice will be approved for payment by the Director of Finance and paid at the end of the month or as specified by the supplier. If the invoice details do not agree with the purchase order or there was a problem with the goods/service the appropriate Club Officer will be contacted to rectify.

Note: Invoices will not be paid if this procedure is not followed.

SAMPLE OF PURCHASE ORDER



NOOSA HEADS SURF LIFE SAVING CLUB INC

69 Hastings Street
 PO Box 7
 Noosa Heads Q 4567
 ABN: 66935 523 192
 Phone: 07 5474 5688
 Fax: 07 5448 0866
 admin@noosasurfclub.com.au

Tick the appropriate department

Purchase Order

No: 1101 10

- Administration**
- Community Training**
- Lifesaving**
- Junior Activities**
- Surf Sports**
- Youth Development**
- Other**

| | |
|-----------------------|---|
| Requested by: | Don't forget to enter the date the goods are supplied after they are checked. |
| Signature: | |
| Date Ordered: | |
| Date Supplied: | |

| |
|--------------------------------|
| SUPPLIER: Hayden Boards |
| Contact details: 0438 596 661 |

Name & contact details of supplier

Please Tick (✓)

| Notation | Account Code | Quantity | Description | Cost | |
|----------|--------------|----------|--------------|---------------|-----------|
| | LS 394 | 1 x | Rescue Board | \$1000 | 00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | GST | \$100 | 00 |
| | | | TOTAL | \$1100 | 00 |

Must enter account code

Enter GST if applicable

Enter notation code after checking goods/services. Follow up before payment if not satisfactory.

Director's Name :

Director's Signature:

Date:

Notation code:

- GRG – Goods received in good condition
- SPS – Service performed satisfactorily
- GRF – Good received - faulty
- SPU – Service performed unsatisfactorily

Director's signature must be sought before

Delivery/Collection details: To be collected – 19 Hayden St. Maroochydore. Hayden (Mike) will ring when order is ready.