

DEPARTMENT: Administration	SUBJECT: Purchase Order Policy	
AUTHORISED BY: Board of Directors 26 April 2022		
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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. This policy applies to all NHLSC Members and Staff

OBJECTIVE

This policy is to ensure financial accountability and to ensure only authorised purchases are made on behalf of the Club. Authorised purchases are those that have been approved by the relevant Director.

SPECIFICATIONS

- A purchase order must be raised for all purchases (see sample form page 3).
- Volunteers who wish to order purchases/services on behalf of the Club must, in the first instance, request approval from the appropriate Director before placing any order with Suppliers.
- Once verbal/written approval is gained, the volunteer is to contact the respective Administrator to facilitate the raising of the Purchase Order and/or subsequent placing of the order with the Supplier.
- The Administration staff is responsible for following up the order including arranging collection/delivery of the goods, the issuing of a valid Tax Invoice and, if necessary, the use/storage of the purchase.
- All purchase orders must be signed by the Director of the relevant department prior to any goods/services being ordered, except in the case of Emergency Purchases (see below).
- Purchase Orders over \$5000.00 must be signed off by 2 Directors, one of whom is the President, Director of Finance, or the Director of Administration.
- Purchase Orders over \$10,000 must be co-signed by the President

Quotes

A minimum of two (2) quotes should 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 Administration staff member concerned if goods/services are required.
2. Administration staff member 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 Administration staff is responsible for ordering the goods/services required and, if necessary, must arrange for collection of the goods.. *NB: The purchase order number must be quoted to the supplier and included on the Tax Invoice Tax Invoices without a Purchase Order may not be honoured by NHSLSC..*

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.

5. Each purchase order is to be entered into the financial management system (Xero to allow ease of tracking for all club purchases.
6. 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 processed for payment by the Finance Administrator 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 Administration staff will be contacted to rectify.

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@noosasureclu

Tick the appropriate department

Purchase Order

No: 1101 10

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

Please Tick (✓)

Requested by: _____
Signature: _____
Date Ordered: _____
Requested Delivery Date: _____

Don't forget to enter the date the goods are required by

SUPPLIER: Hayden Boards
 Contact details: 0438 596 661

Name & contact details of supplier

Payment Method	Account Code	Quantity	Description	Cost	
	65010	2 x	Rescue Boards @ \$1000 each	\$2000	00
			If ordering clothing/Uniforms, include quantities by size/colour & item cost - include copy of approved network proof		
			Provide Supplier with a copy of the NHSLSC Style Guide to ensure colours are approved Club Colours		
			If stock is required by a specific date, ensure NO LATER THAN delivery date is included on PO		
			GST	\$100	00
			TOTAL	\$2200	00

Enter account code

Enter GST if applicable

Director's Name : _____

Director's Signature: _____

Date:/...../.....

Payment Method

- 1) Payment Terms as per Supplier
 - 2) Pre-Payment by EFT required
 - 3) Pre Payment by Credit Card
- Cardholder Name: _____
 Cardholder Signature _____

Director's signature must be sought before ordering

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