



**Metropolitan Caloundra
Surf Life Saving Club**
Incorporated
Kings Beach, Caloundra
Established 1933

ABN: 99 632 467 963

Metropolitan Caloundra Surf Life Saving Club

Purchasing Procedure from 14 September 2009 (non petty cash purchases)

From 14 September 2009 the purchasing procedure for the Metropolitan Caloundra Surf Life Saving Club (MCSLSC) is changing. The following is a detailed description of how we are to go about purchasing. It is imperative that everyone involved with purchasing adopt the following procedures, without exception.

General

From now on no invoices will be paid unless the supplier provides us with a MCSLSC purchase order number. Purchase order numbers can be obtained by completing a purchase order form.

A purchase order must be raised for **all** purchases. All purchase orders must be approved by an authorized officer prior to any goods/services being ordered, except in the case of 'Emergency Purchases' (see below).

Emergency Purchases: A purchase will be classified as an emergency purchase if it is:

- Unforeseen and unable to be delayed due to safety or legislative requirements

A minimum of 2 quotes are to be obtained for all purchases over \$250 unless prior arrangements have been made and authorized by the Treasurer.

Authorised Officers: The following persons are authorized to approve purchases on behalf of the MCSLSC:

President
Secretary
Treasurer
Assistant Treasurer
Club Captain
Administration Officer.

Purchase Order Procedure

1. Complete a purchase order request by filling out the form in the purchase order book located in the clubhouse office. Ensure the purchase order form is fully completed and includes all necessary information, ie. Name and signature of person requesting the order, full details of goods/service, date, name and signature of authorizing officer, name of supplier, details of quotes obtained.
2. The purchase order must then be approved by an authorized officer by him/her printing their name and signing the order. The authorized officer is responsible for ensuring the purchase is necessary, quotes have been obtained (where required) and the purchase order has been completed correctly.
3. Once the purchase order has been approved the purchase can be made with the purchase order number quoted to the supplier. Please note that no invoices will be honoured by the MCSLSC where suppliers are not able to provide a MCSLSC purchase order number with their invoice.
4. Once goods have been received and checked or the service performed the purchase order must be noted accordingly with one of the following notations:
 - a. GRG - Goods received in good condition
 - b. SPS - Service performed satisfactorily
 - c. GRF - Goods received – faulty
 - d. SPU - Service performed – unsatisfactorily

Where there are problems with the goods received or service performed (ie. c. & d. above) more information must be provided and the authorized officer must be contacted to determine the correct course of action.

5. Each purchase order is to be entered into the financial management system (MYOB) to allow ease of tracking for all club purchases. See the financial management procedure for more information.
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 authorized for payment by the Treasurer / Assistant Treasurer and paid via the weekly payment run. If the invoice details do not agree with the purchase order or there was a problem with the goods/service the authorized officer will be contacted to rectify.

Note: No invoices will be paid if this procedure is not followed.



*Saving lives.
Serious fun.*
KINGS BEACH, SINCE 1933



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