



## Upwey Ferntree Gully Baseball Club (UFTGBBC)

### Procurement and Purchasing Policy

Date Issued	29 September 2022	
Approved/Endorsed By	UFTGBBC Board of Management	
Review Date	Within 6 weeks of the Annual General Meeting	
Signed	President : Dwain Richardson	Secretary : Mark Wilson

#### 1. Purpose

- 1.1. This purchasing policy acts to ensure that all goods and services purchased on behalf of the Upwey Ferntree Gully Baseball Club ('UFTGBBC') are of need to the club, represent value for money and that the approval processes are simple, efficient and upheld to ensure financial accountability.

#### 2. Scope

- 2.1. This policy specifies the requirements for the purchasing of goods and services and includes the process for member reimbursements.

#### 3. Process

- 3.1. Prior to ordering or paying for any goods or services for <\$200 pre-approval must be obtained from a financial delegate or the UFTGBBC Board of Management. Prior to ordering or paying for any goods or services for >\$200 pre-approval must be obtained from the UFTGBBC Board of Management.

The process for purchasing goods or services is as follows:-

- a. Club Member to notify the appropriate club officer that goods/services are required and the reason why they are required.
- b. Goods/Services <\$200 - Approval can and must be obtained from financial delegate or from the UFTGBBC Board of Management with financial delegate consultation.
- c. Goods/Services >\$200
  - Must obtain quote(s) from the supplier/s and/or provider/s, and
  - Attach quote/s to an email with all the necessary information, and
  - Email to UFTGBBC Board of Management to make an informed decision, and
  - Are voted upon within committee meeting environment by Quorum of committee members.

- d. Club Member must seek approval prior to purchase of goods and/or services from the applicable financial delegate/s who will review and determine the approval and payment method/s.  
*(Refer Table 1 – Monetary delegations/determinations)*
  - e. Order, receipt and pay for the goods and/or services as determined by the financial delegate/s and/or the UFTGBBC Board of Management.
- 3.2. The requirements for each of these steps are outlined in Table 1 and Table 2 below.
- 3.3. Any Club Member that orders goods or services without the aforementioned prior approval of the financial delegate or the UFTGBBC Board of Management may be required to personally pay for the goods or services, unless it is deemed to be an emergency purchase for safety, legislative or competition requirements. An exemption will only be granted by the UFTGBBC Board of Management in exceptional circumstances.
- 3.4. If the actual expense incurred is greater than the approved expense, the Club Member must seek approval from the same financial delegate and/or UFTGBBC Board of Management who issued the original approval, for the supplementary amount.
- 3.5. All monies raised is for the sole purpose of the UFTGBBC. The decision of how that money is expensed is at the sole discretion of the financial delegate (<\$200) and/or the UFTGBBC Board of Management (>\$200) at the time subject to the applicable Constitution and By-Laws of the UFTGBBC.
- 3.6. All members of the UFTGBBC acknowledge that no single section of the club has any claim or ownership of monies raised. The UFTGBBC Board of Management will determine the availability of monies for non-baseball activities on a case by case basis.
- 3.7. Where monies are to be expensed for the express purpose of the UFTGBBC, it should only be spent on the following:-
- i. BV Fees/Knox City Council Fees & other applicable baseball associated fees.
  - ii. Repairs & maintenance of club owned equipment.
  - iii. Acquisition of new club equipment or improvement to club facilities.
  - iv. Social functions.
  - v. Incidental expenses (ie/. Utilities - Gas/Electricity)
  - vi. Additional expenses/costs as deemed as necessary and appropriate by the UFTGBBC Board of Management.

#### **4. Definitions**

- 4.1 Definitions of delegated authority are defined as follows:-
- i. Club Member – Current financial member of the UFTGBBC.
  - ii. Club Officer - Coach, Team Manager, Junior Committee member or UFTGBBC Board of Management member.
  - iii. Financial Delegate – President, Vice President, Secretary or Treasurer.
  - iv. UFTGBBC Board of Management – President/Vice President/Secretary/Treasurer.
  - v. 'Box' – Accounting system currently in use by the UFTGBBC.



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**Table 1: Approval process prior to ordering goods or services – steps and requirements**

Steps	Requirements
<p>1. Prior to ordering or paying for any goods or services, the Club Member is to notify the appropriate Club Officer if goods or services are required.</p>	<ul style="list-style-type: none"> <li>• Goods/Services &lt;\$200 - Approval can and must be obtained from financial delegate or from the UFTGBBC Board of Management.</li>   <li>• Goods/Services &gt;\$200               <ul style="list-style-type: none"> <li>- Must obtain quote(s) from the supplier/s and/or provider/s, and</li> <li>- Attach quote/s to an email with all the necessary information, and</li> <li>- Email to UFTGBBC Board of Management to make an informed decision.</li> </ul> </li>   <li>• A Club Member is defined in Section 4 for the purposes of this policy.</li> <li>• A Club Officer is defined in Section 4 for the purposes of this policy.</li> </ul>
<p>2. Club Member is to obtain quote/s from approved supplier/s and complete an email with all the necessary information.</p>	<ul style="list-style-type: none"> <li>• A Club Member may undertake this step on behalf of the Club Officer, but only if requested by the Club Officer.</li>   <li>• The approach depends on the value of the goods or services:               <ol style="list-style-type: none"> <li>i. &lt;\$200 – a verbal quote and email describing goods/services to a Financial Delegate or to the UFTGBBC Board of Management.</li> <li>ii. \$200 - \$1,000 - at least one written quote from a supplier accompanied by an email to the UFTGBBC Board of Management describing the goods/services.</li> <li>iii. \$1,000 - \$5,000 - at least two written quotes from suppliers (unless there is only one supplier) accompanied by an email to the UFTGBBC Board of Management describing goods/services seeking approval.</li> <li>iv. &gt;\$5,000 - at least three written quotes from suppliers accompanied by an email to the UFTGBBC Board of Management describing goods/services in detail seeking approval.</li> </ol> </li>   <li>• If multiple quotes are required, the Club Member is to provide a recommendation to the Financial Delegate or the UFTGBBC Board of Management based on the principles of value for money, supplier reputation and whole of life costs (where applicable).</li>   <li>• An exemption to the quotation process can only be granted by the UFTGBBC Board of Management.</li>   <li>• UFTGBBC Board of Management is defined in Section 4 for the purposes of this policy.</li> </ul>
<p>3. Club Officer to seek approval from appropriate Financial Delegate/UFTGBBC Board of Management prior to ordering or paying for goods or services.</p> <p>If approved, the financial delegate/UFTGBBC Board of Management will nominate the</p>	<ul style="list-style-type: none"> <li>• Refer to the Financial Delegations (Section 3.1) for a list of financial delegates. Any items requiring UFTGBBC Board of Management approval are to be sent to all board members who will review the request and provide a decision to the applicant.</li>   <li>• A financial delegate is not compelled to exercise their delegation and, at times, may refer the request to the UFTGBBC Board of Management before exercising their delegation.</li> </ul>

payment method and determine next steps.

- The Club Member requesting the purchase and financial delegate must be different people.

*For example, if the Vice President identifies the need to purchase a \$180 item, they must send the request to a separate financial delegate (President, Secretary or Treasurer) or the UFTGBBC Board of Management where they would withhold their vote)*



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**Table 2: Ordering, receipting and payment process – steps and requirements**

Steps	Requirements
<b>Payment Option 1 : Invoice/Payment (preferred)</b>	
<ul style="list-style-type: none"> <li>• Following financial delegate/UFTGBBC Board of Management approval, the Club Member is to be notified of the decision as soon as is practicable.</li> <li>• When goods/services have been received, the Club Member:-               <ol style="list-style-type: none"> <li>1. Must notify the approving financial delegate or the UFTGBBC Board of Management within two working days, and</li> <li>2. Supply the invoice/receipt for the said goods/services to the financial delegate or UFTGBBC Board of Management.</li> </ol> </li> <li>• The Approving Financial Delegate or UFTGBBC Board of Management will then :-               <ol style="list-style-type: none"> <li>1. Insert invoice/receipt into relevant 'Box' folder, and</li> <li>2. Notify the UFTGBBC Treasurer who will organise to pay supplier when due.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• All payments are to be made when they are due and ensure early payment discounts are fully utilised.</li> <li>• Payments required from UFTGBBC selected financial provider requires two signatories.</li> </ul> <p>Current delegated signatories are – President &amp; Vice President.</p>
<b>Payment Option 2 : Electronic Funds Transfer / Credit Card</b>	
<ul style="list-style-type: none"> <li>• Following financial delegate/UFTGBBC Board of Management approval, Club Member is to submit approved request email to financial delegate or UFTGBBC Board of Management who will inform UFTGBBC Treasurer who will order and pay for goods / services.</li> <li>• When goods / services have been received, the Club Member must obtain receipt and notify the approving financial delegate or UFTGBBC Board of Management within two working days.</li> <li>• Approving financial delegate or UFTGBBC Board of Management will insert invoice/receipt into relevant 'Box' folder and notify the UFTGBBC Treasurer.</li> </ul>	
<b>Payment Option 3 : Member reimbursement</b>	
<ul style="list-style-type: none"> <li>• Following financial delegate or UFTGBBC Board of Management approval for the Club member is to order and pay for the goods / services.</li> <li>• When the goods / services have been received, the Club member is to submit the approval email to the approving financial delegate or UFTGBBC Board of Management, along with a valid invoice, within 5 days of incurring the expense.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial delegates must not authorise their own reimbursements.</li> <li>• Payments will be made via an Electronic Funds Transfer (EFT) within 10 working days of receiving the claim.</li> </ul>

• The UFTGBBC Board of Management will reimburse the member or employee for the actual expense or approved expense (whichever is lower), where appropriate approval and documentation has been provided.

**Payment Option 4 : Petty Cash or other payment card**

• Following financial delegate or UFTGBBC Board of Management approval, Club member is to order and pay for goods / services using petty cash or approved payment card (e.g. UFTGBBC Purchasing Bank card).

• Member to provide tax invoice/receipt to UFTGBBC Treasurer within 5 working days or place tax invoice/receipt into relevant 'Box' folder and notify the UFTGBBC Treasurer.