



DOCUMENT TYPE: Procurement Policy – PP011

Singleton Rugby Club Ltd

Procurement Policy

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Singleton Rugby Club Ltd
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Definitions

The following terms and acronyms are used within this document:

Code - Refers to the Singleton Rugby Club Code of Conduct
SRC Board - Refers to the Singleton Rugby Club Elected Board of Directors
Manager – Refers to the Club’s Bar Manager
Club – Refers to Singleton Rugby Club and Grounds (bounded by land at 73 Howe St Singleton)
Workers – Refers to Employees, Directors, Contractors, Club Members, Players and Consultants
Policy – Refers to the SRC Procurement Policy – PP011
Procurement – Refers to a Purchase for or on behalf of SRC & Committees
P/O – Refers to a SRC Purchase Order

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Policy Purpose

The purpose of the Procurement Policy & its Procedures within this document is to set expectations and guidance to club workers on the requirements of Procurement for and on behalf of the Singleton Rugby Club Ltd (SRC) and its Committees.

It has been developed to empower club workers, so they feel free to participate in Procurement of goods & services, whilst being mindful of their responsibilities & obligations as a worker under the SRC Values and the SRC Code of Conduct & other Club Policy's.

Scope

The Club's Procurement Policy applies to all employee, directors, members, players, contractors & consultants (*known as Workers*) of the SRC and identifies requirements for the issue of SRC Purchase Orders.

Purchasing Goods & Services

Ensure that all goods & services purchased for and on behalf of the SRC are always as cost effective as possible. All current & prospective contractors and suppliers must be afforded an equal opportunity to tender, quote or provide a cost for goods & services for the Club.

Workers and the Board must ensure impartiality be maintained throughout any procurement process so it can withstand scrutiny at all times.

The SRC Board will conduct a review including competitive costings for all long-term goods & services purchased for the SRC this should occur each three (3) years with the Board agreeing on any changes to contract alterations.

Ethics & Probity

SRC Board & workers shall at all times conduct themselves in ways that are, and are seen to be ethical and of the highest integrity and will:

- Treat potential & existing suppliers with equality & fairness;
- Not seek or receive personal gain from suppliers;
- Maintain confidentiality in SRC contract, pricing, commercial information;
- Present high standards of professionalism & probity;
- Deal with suppliers & tenderers with the same information & equal opportunity; and
- Be able to account for all decisions & provide feedback on them regarding procurement.

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SRC Credit Card

SRC has a purchasing Credit Card this card is to be used by the SRC Board or Board approved person for procurement attributed to the SRC & its Committees and is not for any personal use, the Club's credit card is not to be used by any person/s other than the approved user.

Using the SRC Credit Card the user is responsible for the following: -

- Confirm that the expense is allowed & approved as per the Club's policy's;
- Purchases once approved must have a Tax Invoice provided & forwarded to the Club Treasurer;
- Tax Invoices (*other than P/O approved*) should include a reason for purchase;
- Ensure credit card and transaction limits are not exceeded;
- Always keep the credit card number and pin secure;
- Use the card sensibly, avoid unnecessary expenses even if they're allowed under the policy;
- The Board will review credit card usage at monthly Board meetings.

Outside Rugby season or as directed by the SRC Board the Credit Card should be returned to the Club Treasurer for safe keeping.

Invoice Cost Approval

All procurement attributed to the SRC & its Committees must be approved. All procurement must meet Australia taxation requirements and have Tax Invoices & or SRC Purchase Order/s obtained as required for payment to occur.

- Procurement in excess of \$4,500 will require approval by the SRC Board or Executive;
- Procurement in excess of \$400 will require a verbal approval by a member of the Board's Executive;
- Procurement less than \$400 must have a Tax Invoice/s provided to the Board prior to the end of each month & should include reason for purchase; and
- A purchase order is required for all procurement above \$400 or as directed by the Board's Executive.

All SRC purchases that require a purchase order or verbal approval must have at least two (2) competitive quotes provide prior to any approval for purchase, this requirement may be waived for verbal approval if approver agrees.

Note: No Invoices will be paid without the above process being followed.

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Procedure Purpose

The purpose of the Procedure is to set expectations and guidance to club workers on the requirements for purchase of goods & services for and on behalf of the SRC and its Committees and requires a Purchase Order to be issued.

Authorised SRC Purchase Orders (P/O)

Only an authorised P/O can be utilised for payment approval for goods & services obtained for and on behalf of the SRC and its committees if the value is above **\$400**.

All transactions requiring a P/O to be issued prior to payment and must have the below information included;

1. Tax Invoice or other approved document (Quote) from a company that meets Australian Taxation requirements; e.g. ABN Number
2. Tax Invoices must show full details of suppliers; e.g. date, name, address etc.
3. Should have order, reference numbers on the Invoice/Account;
4. Should show item description, quantity, unit price, total cost, GST, freight or other costs; and must show SRC as delivery address & P/O number (if required);
5. Where practicable indicate banking details when not paid by SRC Cheque / cash / credit card;

Note: If the above requirements cannot occur for any reason approval from the Board's Executive will be required prior to any payments to ensure taxation requirements are met.

SRC Purchase Order Process

The below outlines the process for the issue of a P/O to allow payment to be completed:

1. Requestor obtain required quotes or costs for goods or services, when approved;
2. Requestor obtain a Tax Invoice or other approved document for goods & services required;
3. Requestor review invoice or other approved document for correct details;
4. Requestor forward invoice or other approved document & a summary of what goods or services are required to Club Treasurer;
5. Club Treasurer will review invoice, documents, summary & when satisfied with documents will forward to the Club's Purchase Order Officer;
6. Purchase Order Officer will review invoice, documents, summary & when satisfied with documents will issue a P/O for each invoice or approved document;
7. Purchase Order Officer will forward the approved P/O to the Club Treasurer;

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8. Club Treasurer will complete payment in accordance with the P/O/Invoice; and
9. The Club Treasurer will also ensure funds are available to pay the Account.

Note: If an alteration is required to a tax invoice or P/O all relevant information must be supplied, a SRC P/O must not be altered by any person other than the approved issuer; a replacement or amended P/O should/may be issued as required by the Purchase Order Officer.

Purchase Order or Invoice Receipting

To ensure goods & services have been received in a satisfactory condition or work/service has been completed the following process should be undertaken by person/s receipting the goods & services:

1. Goods received are checked against the description on invoice or P/O;
2. Check goods quantities are correct or that service received is completed, if not advise supplier, Rugby Manager & Board's Executive;
3. Goods received are checked for any damage; if damaged arrange to advise & return to supplier & advise Rugby Manager & Board's Executive;
4. Goods received are correct or service is completed advise Rugby Manager & Board's Executive.

If goods and services are not received / completed within a 30-day period the Club Treasurer & Purchase Order Officer should be advised, the supplier should be contacted for a receiptal date.

Club Goods (Stock) for Re-Sale

All goods purchased for and on behalf of the SRC & its Committees must be accounted for at all times. Goods for re-sale must be documented prior to any sales. The below process will assist in stocktaking audits:

1. All goods & stock must be recorded in the stocktake list;
2. All goods & stock must be priced in the stocktake list;
3. Marked prices are set unless approved by the SRC Board & Committee;
4. All goods & stock sold must have a receipt issued at the time of purchase, receipt should include items description;
5. Stocktake lists must be updated after sales;
6. Goods & services purchased for the playing group must be accounted for via a goods debit note for any stock removed; e.g. socks / shorts etc.

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Note:

- All goods & stock must be paid for prior to removal from the Club unless approved by a member of the Board's Executive;
- Goods & stock of any kind received must be added to the stocktake lists;
- An audit should occur by the delegated Board member & Rugby Manager twice (2) each year;
- No current player gear should be sold without approval by the Board's Executive.

Breaches of the Policy & Disciplinary Action

Breaches of the Procurement Policy involving a person or persons purchasing goods or services outside the Policy or inappropriate use of the Club's Credit Card may result in the SRC declining payment of an invoice with any cost incurred falling to the responsibility of the person or person's involved.

Where, as a result of the above process, a worker is found to have breached the Procurement Policy or SRC Code of Conduct the Club may take disciplinary action which may consist of one or more of the following actions:

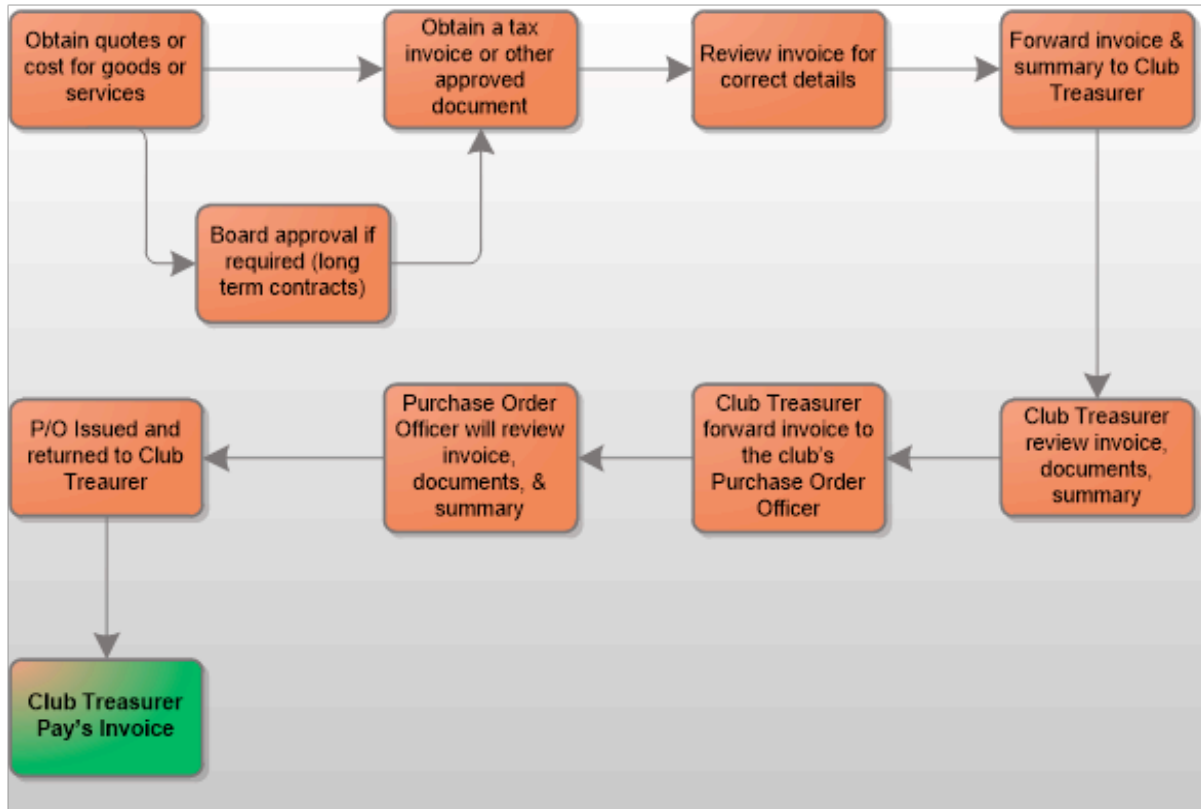
- Which may include dismissal; suspension; written warning & or Club access bands;
- Contracts of Service may be terminated;
- Action taken to recover any imposed fines/fees and any un-authoritised moneys or club costs;
- The matter may be referred to the NSW Police or other regulatory body; and
- Any other actions as deemed appropriate and approved by the SRC Board.

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SRC Purchase Order Process Map



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