



### 3 Authority to Purchase goods or services on behalf of the Club

The Board of Management will, each year, appoint such Officers and Employees as are required to carry out the objectives of the Club, in accordance with the provisions of the Constitution.

Those officers and employees are authorised to incur expenditure that enables them to carry out the duties of their appointment, as follows:

- Greenkeeper and Greens Manager – fertilisers and consumables, repairs and minor replacements for machinery
- Providedore – foodstuffs, supplies of tea, coffee and other consumables.
- Secretary – replacements of bowls mats and jacks, score cards and printing of promotions etc.
- Secretary – replacement of stationery supplies, repairs and minor replacements for office machines and equipment
- Uniform Officer – replacement of uniform stock
- A receipt or invoice must be provided for all purchases to the Club Treasurer, including ABN or Statement of Supplier for if over \$75..

Any purchases exceeding \$500 for other than regular supplies as set out above, or for any repairs or replacements exceeding \$500 must be referred to the Board of Management for approval prior to purchase.

In the event that approval of repairs or replacements is needed more urgently, an initial approval may be sought from any 2 of the Administrative Secretary, Treasurer, or the President which can then be approved at the next meeting of the Board of Management.

Purchases of any major repairs or new equipment where the cost exceeds \$25,000 must be submitted to the members for approval in an Annual General Meeting, or Special General Meeting prior to purchase in accordance with the provisions of the Club's Constitution.

Where grants have been provided to the Club, approval of the expenditure relating to the Grants, must be given by the Board of Management prior to purchase.

Where purchases of between \$1,000 - \$2,000, the RSL needs to be informed but if the amount is greater than \$2,000, the RSL must approve the purchase.

**Approved by the Board of Management**

Dated 14/4/2021

President



Secretary

